

EXHIBIT I

TENTH EDITION

(APRIL 1993)

Software Revision 10.0

American Tech, Inc. provides this manual "as is" without warranty of any kind, either expressed or implied. American Tech, Inc. may make improvements and or changes in the product(s) and or program(s) described in this manual at any time and without notice.

This publication could contain technical inaccuracies or typographical errors. Changes are periodically made to the information herein; these changes will be incorporated in new editions of this publication.

No part of this work may be reproduced or used in any way for or by any means - graphic, electronic, or mechanical, including photocopying, recording, taping, or information storage and retrieval systems - without express permission from American Tech, Inc.

Requests for copies of this product and for technical information about the system should be made to American Tech, Inc. at:

Colonial Commons
670 N. Beers Street
Holmdel
New Jersey 07733

P.O. WRITER and **P.O. WRITER PLUS** are registered trademarks of American Tech, Inc. © Copyright 1993.

IBM is a registered trademark of International Business Machines, Inc.

Norton Editor is a registered trademark of Peter Norton Computing, Inc.

SAP_0803283

Purchasing - Table Of Contents

About This Manual

Support

Warranty Service

Support Plans

Before You Begin

Chapter 1. Getting Started

This chapter explains what the package contains, what hardware and software are required, and gives you the basic information needed to install and start the software on your Personal Computer.

Chapter 2. Tutorial

This chapter provides a guided tour through each of the Purchasing Module Submodules. You will learn the fundamentals of using the P.O. WRITER PLUS Purchasing Module programs.

Chapter 3. Implementing P.O. WRITER PLUS

This chapter discusses implementation methods for current and new users of P.O. WRITER PLUS.

Chapter 4. Using P.O. WRITER PLUS Purchasing Module

The purpose of this chapter is to expand on what you learned from the lessons in the Tutorial. Additional features and functions of the system are discussed. Report examples are also provided.

Chapter 5. Warning And Error Messages

This chapter contains a listing and explanation of the Warning and Error Messages contained in the Purchasing Module. This chapter does not include DOS error messages which may be displayed as the result of a hardware problem.

Appendix A. Index

This appendix contains an Index for the P.O. WRITER PLUS Purchasing Module Manual.

Appendix B.

This appendix contains a listing of the Standard ASCII Collating Sequence used in the P.O. WRITER PLUS programs.

About This Manual

This manual is designed for reference use and to demonstrate how to utilize the Purchasing Module of **P.O. WRITER PLUS**. Illustrations are used to depict the major features and functions of the system.

Chapter 1 (Getting Started) contains the start-up procedures. Chapter 2 (Tutorial) is designed to teach you the fundamentals of using each of the submodules that make up the Purchasing Module. Chapter 3 (Implementation) is designed to share ideas and concepts for you to consider as you prepare to integrate the system into your Purchasing Department. Chapter 4 (Using **P.O. WRITER PLUS**) provides more detailed information about the "subtleties" of the system. Chapter 5 (Error Messages) lists the Warning and Error Messages found in the system. The Appendix contains an Index for this Manual.

Support Policy

Warranty Service

After receipt of the executed License Agreement, original diskettes are warranted against defects due to faulty materials or workmanship for a period of 30 days. Faulty diskettes will be replaced at no charge.

Support Plans

After the free 30-day telephone support period has elapsed, American Tech, Inc. assists clients via telephone in accordance with the plans outlined in the Client Support Program. Please contact an American Tech representative for more information.

Before You Begin

If you have not operated a PC before, please be sure to read your Guide to Operations Manual in order to become more familiar with the major components of your PC.

Although you do not need to be experienced with PC's to use P.O. WRITER PLUS, you should understand the meaning of, and how to use the following (DOS) commands:

BACKUP
CD (change directory)
CHKDSK (check disk)
COPY
DEL (delete)
DIR (directory)
ERASE
FORMAT
MKDIR (make directory)
RENAME
RESTORE
TYPE

Refer to your DOS User's Guide for additional information regarding the commands listed above.

1. Getting Started - Table Of Contents

| | |
|--|------------|
| Introduction | 1-1 |
| What You Need | 1-2 |
| About The Keyboard | 1-3 |
| Daily Start-Up Procedure | 1-5 |
| General Comments About Using The System | 1-6 |
| Reminders | 1-8 |

1. Getting Started

Introduction

P.O. WRITER PLUS is a comprehensive, yet easy - to - use software package. It will help you increase your productivity in purchasing by 30% - 40%.

P.O. WRITER PLUS reduces clerical effort and provides management information which will allow you to decrease purchase prices, reduce inventory, increase on - time deliveries, and improve overall vendor performance.

P.O. WRITER PLUS is easy to use. It is menu-driven so even computer novices can learn it quickly.

The **P.O. WRITER PLUS** Purchasing Module is a collection of programs designed to enable you to easily:

- ☐ Store, update and retrieve critical purchasing data.
- ☐ Create and print Requests for Quote, Purchase Orders, Amendments, Blanket Orders and Releases.
- ☐ Review management summary data on screen or by generating hard copy reports.

The Purchasing Module is the "foundation" of the **P.O. WRITER PLUS** family of programs. Other Modules available are: Receiving, Vendor Performance, Accounts Payable Interface, Inventory Control, Requisitioning, and Ad-Hoc Reporting Module. Connectivity Modules include: Data Interface Utility, Remote Requisitioning, Remote Requisitioning Interface, FAX/EDI Interface, EDI X12 Translation, and Bar Code Interface Programs

You **DO NOT** have to be experienced with computers to take full advantage of the capabilities of the **P.O. WRITER PLUS** Purchasing Module. The system is "menu driven" so that even the most inexperienced PC user will find the system easy to use. On-line **HELP** Screens are also available should you require assistance.

The examples provided in Chapter 2 (Tutorial) were designed to be as meaningful to the Purchasing Professional as possible. If, however, you have any questions about using the Purchasing Module to meet a specific need, please call American Tech to discuss your unique requirement with your Client Support Representative.

What You Need

To use the Purchasing Module of P.O. WRITER PLUS you need:

1. The P.O. WRITER PLUS - PURCHASING MODULE Package which includes:

- 5 1/4" or 3 1/2" floppy program disks
- Purchasing Module User's Guide

2. IBM Disk Operating System (DOS) Version 3.30 (or higher)

3. An IBM (or 100% compatible) PC with 640K Memory
(System Minimum)

4. A 40 Mb Hard Disk Drive (System Minimum)

5. A CGA, EGA, VGA, or Monochrome Monitor

6. A Printer (Must be able to print 132 character reports)

7. A Novell or any Net-Bios compatible network (for Multi-User version of
P.O. WRITER PLUS)

NOTE: *The quality of your printer determines the number of parts a Purchase Order form can have when P.O. WRITER PLUS is used. If you have a P.O. form with 4 or more parts, consult your local hardware dealer (or Internal Data Processing group) for additional information regarding Impact printers.*

About The Keyboard

With P.O. WRITER PLUS, keyboard entry mainly consists of entering short codes to indicate your selection. It is not necessary to be a skilled typist to use P.O. WRITER PLUS. Even if you do not know how to type, you will have no difficulty making keystrokes to enter short commands like DIR and COPY (DOS commands), or commands like Y (yes) or N (no). Most command words/codes are short and easy to remember. Knowing how to type is helpful, but is not an essential skill for using P.O. WRITER PLUS.

Every effort has been taken to make the use of the Function Keys consistent in each module of the P.O. WRITER PLUS system. (For example, the F9 key is always used to page forward on any screen in any module of the system.)

Keys And Their Functions

- | | |
|-----------|--|
| F1 | Access the context sensitive Help Screens |
| F2 | Moves the cursor to the P.O. Line No. field in the P.O. Create and Amendment Submodules. Once the cursor is in the LN field, F2 moves the cursor down through the field. In File Maintenance, F2 deletes a record. |
| F3 | Moves the cursor to the BUYER field in P.O. Create and Amendment. |
| F4 | Moves the cursor to the FUNCTION field in P.O. Create and Amendment. In the Item Master Screen, F4 opens the Additional Data window. In the Vendor Master Screen, F4 allows you to view/update extended notes. |
| F5 | Moves the cursor down the DESCRIPTION field in P.O. Create and Amendment. |
| F6 | Moves the cursor up the DESCRIPTION field in the P.O. Create and Amendment Submodules. |
| F7 | Moves the cursor to the P.O. NO. field in P.O. Create and Amendment. |
| F8 | Used to add, change or delete information in the Item Master Files while in the ITEM field in P.O. Creation and Amendment. Used to add, change or delete information in the Vendor Master Files from the P.O. History Card, or the VENDOR field in P.O. Create. Used to add, change, or delete information in any Master File while in P.O. Create or Amendment. |

1. Getting StartedPurchasing

| | |
|-----------------------|--|
| F9 | Page forward on the Order Creation Screens, Master File Review Screens and windows, or on any other Inquiry screen in the system. |
| F10 | Page backward on the Order Creation Screens, Master File Review Screens and windows, or on any other Inquiry screen in the system. |
| TAB | Moves the cursor forward from field to field. |
| [ENTER] | Commands the computer to process your request. |
| Esc | Display the last screen that you were working with (usually a menu). |
| UP ARROW | Moves the cursor back to the previous field. |
| DOWN ARROW | Moves the cursor forward from field to field. |

KEY COMBINATIONS:

| | |
|------------------|---|
| SHIFT-F1 | Allows you to enter a text file name and review the content of the file before including it on an order. This key combination works in the P.O. Creation and Amendment Submodules of the system. |
| SHIFT-F2 | Calls your text editor from within the P.O. Creation and Amendment Submodules. P.O. WRITER PLUS comes with a default editor. This default can be changed by use of the Configuration Program. |
| SHIFT-F3 | Selects an item from a list using the "point and shoot" method. Highlight the item in the list and press SHIFT-F3 to select that item. |
| SHIFT-F4 | Invokes the P.O. WRITER PLUS window feature. For example, in the P.O. Creation and Amendment Submodules any Master File can be reviewed by placing the cursor in the desired field. Press SHIFT-F4 to display all master records. |
| SHIFT-F5 | Accesses the P.O. WRITER PLUS Adjustment window in the P.O. Creation, Amendment, and Reprint Submodules. |
| SHIFT-F7 | When the cursor is in the ITEM NUMBER field in P.O. Create/Amendment, displays the P.O. History Card for that item. |
| SHIFT-F9 | Accesses the P.O. Note window in P.O. Create or Amendment. |
| SHIFT-F10 | Returns to the Main Menu. |
| CTRL-BRK | Halts the processing of reports and inquiries. |
| CTRL-F4 | Invokes the Free Form Text Window while in the P.O. Creation or Amendment Screens. Cursor must be in the DESCRIPTION field. |

Daily Start-Up Procedure

To start P.O. WRITER PLUS:

1. Start your computer and enter the current date and time if necessary. The date that you enter is used extensively by the P.O. WRITER PLUS system. It will appear on each order and report created, etc.

If your system defaults to an incorrect date, use the DOS DATE command to correct your calendar. (Refer to your DOS User's Manual.)

2. Set the default subdirectory to \POWRITER by typing:

CD\POWRITER [ENTER]

3. Start the P.O. WRITER PLUS system by typing:

POWRITER [ENTER]

The P.O. WRITER PLUS Main Menu displays.

General Comments About Using The System

P.O. WRITER PLUS is a "menu driven" system. As such you are not expected to memorize complicated commands.

As shown below, to make a selection from any P.O. WRITER PLUS Menu:

- In the YOUR SELECTION field, type the number next to the desired function

| | |
|-------------------------------|--------------------------|
| (1) ITEM FILE | (8) ACCOUNTING CODE FILE |
| (2) VENDOR FILE | (9) REQUISITIONER FILE |
| (3) BILL TO FILE | (10) BUYING COMPANY FILE |
| (4) SHIP TO FILE | (11) SHIP VIA ADDITIONS |
| (5) BUYER FILE | (12) FOB ADDITIONS |
| (6) AUTHORIZATION FILE | (13) TAX ADDITIONS |
| (7) SPECIAL INSTRUCTIONS FILE | |

Making A Selection From A Menu

- Press [ENTER]

After making your selection, the screen for your choice displays.

Purchasing1. Getting Started

P.O. WRITER PLUS employs an intuitive screen approach. This means that what you need to do is evident from the prompts on each screen.

Below is a picture of the Item Master Screen.

```

      - ITEM MASTER
      FILE MAINTENANCE

ITEM NUMBER      [A1000      ]
DESCRIPTION #1    [CARTON 12 X 12 X 12 ]
DESCRIPTION #2    [WHITE KRAFT      ]
UNIT OF MEASURE   [EA ]
STANDARD COST     [      0.7800]
CURRENCY          [USD      ]
PRICING U/M       [EA ]
PRICE FACTOR      [      0.0000]
LEAD TIME         [ 3]
COMMODITY         [PACKAGE ]
CATALOG ID        [BEST BUY ]
STATUS            [A]
TAX-1             [N]          TAX-2 [ ]

LAST ACCESS DATE [ / / ]
ADDITIONAL DATA »
F1 = Help  F2 = Delete  F9/F10 = Next/previous item  Shift-F4 = View items
F4 = View/update extended description/user data/inventory data
SYSTEM MESSAGE BAR
  
```

At the top of each screen is the menu or screen title. The title indicates the function of the menu or screen.

Keys that provide access to additional functions are displayed near the screen bottom.

The SYSTEM MESSAGE BAR provides information when an action needs to be taken. It also displays the status of a function and any error messages.

Reminders

1. Make sure that your printer is on, has paper (or forms) and is in good working condition.
2. **ALWAYS** return to the **P.O. WRITER PLUS** Main Menu before turning off your computer. Failure to do so may result in damage to your data files. With a Multi-User version of **P.O. WRITER PLUS**, failure to do so will prevent access to the maximum amount of users you are licensed for.
3. Use the Reorganization Utility (see Chapter 6, Utilities) as part of your regular data file maintenance procedures.
4. **BACKUP** your data files (and text files) **EVERY DAY !!**
5. Alternate sets of Backup Diskettes. (Plan to replace these disks every few months.)

2. Purchasing Tutorial - Table of Contents

| | |
|---|-------------|
| 2-1. Introduction | 2-1 |
| 2-2. Building The Master Files | 2-3 |
| Comments | 2-3 |
| Major Points To Remember | 2-24 |
| 2-3. Creating The First Purchase Order For An Item | 2-25 |
| Comments | 2-25 |
| Major Points To Remember | 2-36 |
| 2-4. Creating A Second P.O. For An Item | 2-37 |
| Comments | 2-37 |
| Major Points To Remember | 2-50 |
| 2-5. Using The Hold File | 2-51 |
| Comments | 2-51 |
| Major Points To Remember | 2-66 |
| 2-6. Purchase Order Reprint | 2-67 |
| Comments | 2-67 |
| Major Points To Remember | 2-71 |
| 2-7. Buying Material Without Item Numbers | 2-73 |
| Comments | 2-73 |
| Major Points To Remember | 2-77 |
| 2-8. Entering Multiple Items On An Order | 2-79 |
| Comments | 2-79 |
| Major Points To Remember | 2-88 |
| 2-9. Request For Quote | 2-89 |
| Comments | 2-89 |
| Major Points To Remember | 2-94 |

| | |
|--|--------------|
| 2-10. Using The "Similar To" Feature | 2-95 |
| Comments | 2-95 |
| Major Points To Remember | 2-98 |
| 2-11. Batch Printing Orders | 2-97 |
| Comments | 2-97 |
| Major Points To Remember | 2-101 |
| 2-12. Purchase Order Amendments | 2-103 |
| Comments | 2-103 |
| Major Points To Remember | 2-110 |
| 2-13. File List/Inquiry Submodule | 2-111 |
| File Inquiries | 2-113 |
| File Listings | 2-115 |
| Major Points To Remember | 2-120 |
| 2-14. Running Reports | 2-121 |
| Comments | 2-121 |
| Writing A Report To File | 2-130 |
| Batch Printing Reports | 2-134 |
| Major Points To Remember | 2-135 |
| 2-15. Adding Extended Description | 2-137 |
| Comments | 2-137 |
| Extended Description Window | 2-138 |
| The Text File Interface | 2-145 |
| Multiple Text Files On A P.O. | 2-152 |
| Using The P.O. WRITER PLUS Text Editor | 2-155 |
| Major Points To Remember - Extended Description Window | 2-161 |
| Major Points To Remember - Text File Interface | 2-162 |
| Free Form Text Window | 2-163 |
| Major Points To Remember - Free Form Text Window | 2-175 |
| 2-16. Using The Line Window | 2-177 |
| Comments | 2-177 |
| Ordering Fractional Quantities | 2-185 |
| Major Points To Remember | 2-193 |
| Major Points to Remember (cont.) | 2-194 |

| | |
|--|--------------|
| 2-17. Blanket, Release, And Contract Orders | 2-195 |
| Comments | 2-195 |
| Using The Line Window | 2-203 |
| Blanket Vs. Contract Orders | 2-208 |
| Major Points To Remember | 2-209 |
| Major Points To Remember (cont.) | 2-210 |
| 2-18. Using The Price Factor | 2-211 |
| Comments | 2-211 |
| Major Points To Remember | 2-217 |
| 2-19. Creating P.O.'s From A Catalogue | 2-219 |
| Comments | 2-219 |
| Major Points To Remember | 2-229 |
| 2-20. Adding Tax To A P.O. | 2-231 |
| Comments | 2-231 |
| How P.O. WRITER PLUS Calculates Tax | 2-236 |
| Major Points To Remember | 2-237 |
| 2-21. Attaching A Note To A P.O. | 2-239 |
| Comments | 2-239 |
| Major Points To Remember | 2-242 |

1. Introduction

This Tutorial is designed to acquaint you with the features and functions of **P.O. WRITER PLUS**. After completing all of the following lessons, you should be familiar enough with the Purchasing Module to begin implementing it in your Purchasing Department.

The Tutorial is a training tool. Each new user should go through the tutorial prior to implementing the system. If you would simply like a quick overview of **P.O. WRITER PLUS**, the "Guided Tour" is more appropriate than this tutorial.

Before You Start

Make sure that **P.O. WRITER PLUS** has been installed according to the instructions in the *System Administrator's Guide*.

Also, read Chapter 1 - Getting Started of this User's Guide to get acquainted with the general operation of **P.O. WRITER PLUS**.

It is recommended that you use the sample data provided in each lesson. Data entered in Lesson 1 is used in Lesson 2, etc. Data entered in the Purchasing Module is also used in the Receiving, Vendor Performance, Accounts Payable Interface, and Inventory Control Modules.

The data files can be reinitialized after you have completed the Guided Tour or Tutorial for the first time. You may wish to reinitialize the data files between user training sessions or before you begin to enter "live data" for either test or production purposes.

If the system displays an error message not described in the Tutorial, refer to *Chapter 5 - Error Messages* for an explanation and solution.

STOP! This Tutorial assumes that you are starting out with new data files. For information on how to initialize data files, see the *System Administrator's Guide*.

This Chapter is divided into 2 sections:

Tutorial - These chapters give instructions on the basic features of **P.O. WRITER PLUS**. The information found in these chapters is essential to understanding and using **P.O. WRITER PLUS**.

Tutorial - Advanced Features - The information found in *Advanced Features* takes you beyond the basics. While not essential to using **P.O. WRITER PLUS**, the features and functions described in these chapters will allow you to utilize **P.O. WRITER PLUS** to the fullest extent.

This Tutorial should take approximately 4 hours to complete.

Should you have any questions, please contact your Client Support Representative at American Tech, Inc.

2. Building The Master Files

Comments

The "foundation" of the P.O. WRITER PLUS system is a group of 13 files, referred to as the Master Files. They contain information about what you buy, who you buy from, who does the buying, etc. Information maintained in these files is used to create a Purchase Order.

In the following lesson you will learn how to enter information into each of these files. You will also learn about numeric and alphanumeric fields.

If you have just installed P.O. WRITER PLUS, your screen displays a DOS prompt (ex C>).

Enter the following command at the DOS prompt (C>)

- To display the P.O. WRITER PLUS Main Menu as shown below, type C:>POWRITER [ENTER]

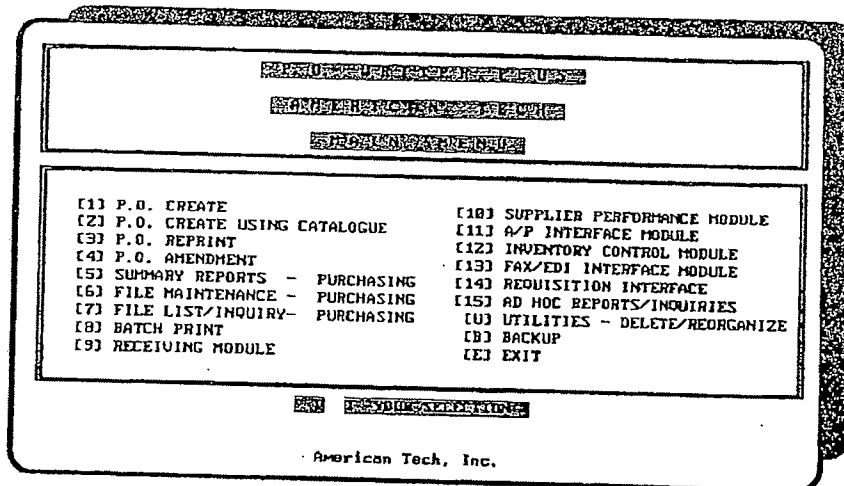


Fig.2-1. P.O. Writer Plus Main Menu

The above menu contains selections for all P.O. WRITER PLUS Modules. This Manual discusses the features and functions of the Purchasing Module only.

NOTE: Make sure your CAPS LOCK is on at all times!

To access File Maintenance:

- In the YOUR SELECTION field, type 6 [ENTER]

The FILE MAINTENANCE Menu displays.

| FILE MAINTENANCE | |
|-------------------------------|--------------------------|
| [1] ITEM FILE | [8] ACCOUNTING CODE FILE |
| [2] VENDOR FILE | [9] REQUISITIONER FILE |
| [3] BILL TO FILE | [10] BUYING COMPANY FILE |
| [4] SHIP TO FILE | [11] SHIP VIA ADDITIONS |
| [5] BUYER FILE | [12] FOB ADDITIONS |
| [6] AUTHORIZATION FILE | [13] TAX ADDITIONS |
| [7] SPECIAL INSTRUCTIONS FILE | |

YOUR SELECTION: 6

Fig.2-2. File Maintenance Menu

You will be adding one record to each Master File.

Begin this lesson by creating a record for a purchased item. Complete the following steps to display the Item Master Screen.

- To select ITEM FILE, type 1 [ENTER]

```

      ITEM MASTER
      FILE MAINTENANCE

ITEM NUMBER      [          ]
DESCRIPTION #1   [          ]
DESCRIPTION #2   [          ]
UNIT OF MEASURE [  ]
STANDARD COST   [          0.0000]
CURRENCY        [          ]
PRICING U/M     [  ]
PRICE FACTOR    [  0.0000]
LEAD TIME       [  0]
COMMODITY       [          ]
CATALOG ID      [          ]
STATUS          [  ]
TAX-1           [  ]      TAX-Z [  ]

LAST ACCESS DATE [  /  /  ]
ADDITIONAL DATA »
F1 = Help  F2 = Delete  F3/F10 = Next/previous item  Shift-F4 = View items
F4 = View/update extended description/user data/inventory data
SYSTEM MESSAGE:

```

Fig.2-3. Item Master Screen

The Standard Cost, Price Factor, and Lead Time fields shown above are numeric fields. This means that they will only accept numbers (0-9). The other fields shown are considered alphanumeric fields and will accept both numbers (0-9) and characters (A-Z and symbols). Each field is optional.

From a data entry standpoint, a field that contains a decimal point is treated as two separate fields in P.O. WRITER PLUS. In the case of the Standard Cost field, the cursor will first be located in the "dollar side" of the field. Enter dollar information and press the TAB key to move the cursor to the "cents side" of the field. Enter cents information and TAB to the next field to continue.

2-2. Building The Master Files

Tutorial

- Enter the sample data as shown below.

```

ITEM MASTER
FILE MAINTENANCE

ITEM NUMBER      [A1000      ]
DESCRIPTION #1    [CARTON 12 X 12 X 12 ]
DESCRIPTION #2    [WHITE KRAFT      ]
UNIT OF MEASURE   [EA ]
STANDARD COST     [      0.7500]
CURRENCY          [USD      ]
PRICING U/M       [EA ]
PRICE FACTOR      [      0.0000]
LEAD TIME         [      3]
COMMODITY         [PACKAGE ]
CATALOG ID        [BEST BUY ]
STATUS            [A]
TAX-1             [N]          TAX-2 [ ]

LAST ACCESS DATE [ / / ]
ADDITIONAL DATA »
F1 = Help F2 = Delete F9/F10 = Next/previous item Shift-F4 = View items
F4 = View/update extended description/user data/inventory data
SYSTEM MESSAGE

```

Fig.2-4. Adding An Item Master Record

- Press Esc

A window displays with the word SAVE highlighted.

- Press [ENTER]

This saves A1000 and returns you to a blank ITEM MASTER screen. SAVE AND EXIT saves the record and returns you to the FILE MAINTENANCE Menu. EXIT does not save the record and returns you to the FILE MAINTENANCE Menu.

An ITEM MASTER Record is displayed by typing the ITEM NUMBER and pressing [ENTER]

- To redisplay the ITEM MASTER Record, type A1000 [ENTER]

The System displays the ITEM MASTER information for Item A1000. At this point, you can add additional data or change existing data.

NOTE: The F9 & F10 keys can be used to page through and view all P.O. WRITER PLUS Master Files. Also, the SHIFT-F4 keys can be used to view a list of any Master File.

There is also a window available to add additional information for an item in the ITEM MASTER screen. This allows you to VIEW/UPDATE ADDITIONAL DATA pertaining to A1000.

- To open the ADDITIONAL DATA window, press F4

ITEM MASTER
FILE MAINTENANCE

| | |
|-----------------|-----------------------|
| ITEM NUMBER | [A1000] |
| DESCRIPTION #1 | [CARTON 12 X 12 X 12] |
| DESCRIPTION #2 | [WHITE KRAFT] |
| UNIT OF MEASURE | [EA] |
| STANDARD COST | [0.7888] |
| CURRENCY | [USD] |
| PRICING U/M | [EA] |
| PRICE FACTOR | [0.8888] |
| LEAD TIME | [3] |
| COMMODITY | [PACKAGE] |
| CATALOG ID | [BEST BUY] |
| STATUS | [A] |
| TAX-1 | [N] |
| TAX-2 | [] |

LAST ACCESS DATE [/ /]

ADDITIONAL DATA »

F1 = Help F2 = Delete F9/F10 = Next/previous item Shift-F4 = View items
F4 = View/update extended description/user data/inventory data

SYSTEM MESSAGE

EXTENDED DESCRIPTION

USER DEFINED FIELDS

INV. CONTROL DATA

Fig.2-5. Additional Data Window

- To select VIEW/UPDATE EXTENDED DESCRIPTION, press [ENTER]

Once again, entry in this window is not mandatory...but it's there if you need it.

The screenshot shows the 'ITEM MASTER FILE MAINTENANCE' window. On the left, a list of fields is displayed with their current values: ITEM NUMBER (IA1000), DESCRIPTION #1 (CARTON 12 X 12 X), DESCRIPTION #2 (WHITE KRAFT), UNIT OF MEASURE (EA), STANDARD COST (8.7888), CURRENCY (USD), PRICING U/M (EA), PRICE FACTOR (0.8888), LEAD TIME (3), COMMODITY (PACKAGE), CATALOG ID (BEST BUY), STATUS (A), TAX-1 (N), and LAST ACCESS DATE (/ /). Below this list is the 'ADDITIONAL DATA' section with function keys: F1 = Help, F2 = Delete, F3/F10 = Next, and F4 = View/update extended description. The main area on the right is titled 'EXTENDED DESCRIPTION' and contains a 'LINE:' field with the value '00000000000000000000'. Below this is a large text area for the description, currently empty. At the bottom of the window, a message reads 'Press F4 to get to bottom of window'.

Fig.2-6. Extended Description Window

EXTENDED DESCRIPTION allows you to enter up to 400 additional characters of description with word-wrap capabilities. This description can print on PO's or can be used for reference only. The default size of the extended description is 10 lines of 40 characters. It can be changed to 20 lines of 20 characters in the SETUP program.

- To close the EXTENDED DESCRIPTION window, press Esc
- To highlight USER DEFINED FIELDS, press TAB
- Press [ENTER]

| ITEM FILE | |
|---|--------------|
| ITEM NUMBER | [A1000] |
| DESCRIPTION #1 | [CARTON 12 X |
| DESCRIPTION #2 | [WHITE KRAFT |
| UNIT OF MEASURE | [EA] |
| STANDARD COST | [0.780 |
| CURRENCY | [USD |
| PRICING U/M | [EA] |
| PRICE FACTOR | [0.0000] |
| LEAD TIME | [3] |
| COMMODITY | [PACKAGE] |
| CATALOG ID | [BEST BUY] |
| STATUS | [A] |
| TAX-1 | [N] |
| | TAX-2 [] |
| LAST ACCESS DATE [/ /] | |
| ADDITIONAL DATA » | |
| F1 = Help F2 = Delete F9/F10 = Next/previous item Shift-F4 = View items | |
| F4 = View/update extended description/user data/inventory data | |
| SYSTEM MESSAGE | |

Fig.2-7. User Defined Fields For Item Master

P.O. WRITER PLUS contains 12 USER DEFINED fields. 4 are resident in the ITEM MASTER. Each of these is 20 characters long and can be used for any purpose. The titles can be changed to reflect the actual use of these fields by going into the SETUP program.

Exit the USER DEFINED FIELDS window and access INV.CONTROL DATA.

- To close the USER DEFINED FIELDS window, press **Esc**
- To move the cursor bar to INV.CONTROL DATA, press **TAB** twice
- Press **[ENTER]**

| | | | |
|---|--|--------------------|--|
| ITEM NUMBER [A1000] | | | |
| DESCRIPTION [CARTON 12 X 12 X 12] [WHITE KRAFT] | | | |
| INV U/M [EA] | | | |
| ABC CODE [] | | | |
| INV COST [0.7800] | | | |
| COST FACTOR [0.0000] | | | |
| CONVERSION FACTOR [1.0000] | | | |
| CURRENCY [] | | | |
| RE-ORDER POINT [0] | | RE-ORDER QTY [0] | |
| MINIMUM QTY [0] | | MAXIMUM QTY [0] | |
| REFERENCE CODE [] | | | |
| BUYER/PLANNER [] | | | |
| DEFAULT INV. LOCATION [] | | | |
| DEFAULT "CHARGE TO" [] | | | |
| USER-DEFINED-12 [] | | | |
| LAST ACCESS DATE [06/01/93] | | | |
| SYSTEM MESSAGE | | | |

Fig.2-8. Inventory Control Master File

The data displayed here will be used in the Inventory Control Module of P.O. WRITER PLUS Purchasing Module. The Inventory Control Module allows Reorder Point/Reorder Quantity or the Min./Max. ordering technique to be used.

- To return to the FILE MAINTENANCE Menu, press Esc three times

P.O. WRITER PLUS keeps a record of your Vendors in the VENDOR MASTER FILE.

- To access the VENDOR MASTER screen, press 2 [ENTER]

The VENDOR MASTER FILE MAINTENANCE screen displays.

Add Vendor Number 12345....Best Buy Supply as shown.

VENDOR MASTER FILE MAINTENANCE

| | | | |
|--|-----------------------|------------------|-----------------|
| VENDOR NUMBER | [12345] | | |
| VENDOR NAME | [BEST BUY SUPPLY] | | |
| | [BROWN BOX DIVISION] | | |
| VENDOR ADDRESS | | | |
| STREET | [692 HANOVER ST.] | | |
| ADDRESS 2 | [] | | |
| CITY | [CLEVELAND] | | |
| STATE | [OH] | | |
| ZIPCODE | [44112] | COUNTRY | [US] |
| CONTACT NAME | [MARY HARRIS] | TELEPHONE NUMBER | [216-696-8877] |
| SECOND CONTACT | [] | SECOND TELEPHONE | [] |
| FAX TELEPHONE | [216-696-1234] | | |
| TERMS | [NET 30] | VENDOR CLASS | [MIN] |
| NOTE | [] | | |
| LAST ACCESS DATE | [/ /] | | |
| ADDITIONAL INFORMATION * | | | |
| F2 = Delete F4 = Notes F9/F10 = Next/previous vendor Shift-F4 = View vendors | | | |

SYSTEM MESSAGE

Fig.2-9. Vendor Master File

Use the TAB key to move from field to field. P.O. WRITER PLUS automatically enters the dashes when entering phone numbers or fax numbers if you enter one string of characters.

P.O. WRITER PLUS also comes with a "Vendor Notebook". Up to 999 pages of free form notes and comments can be recorded using this feature.

- To VIEW/UPDATE Vendor Notes, press F4

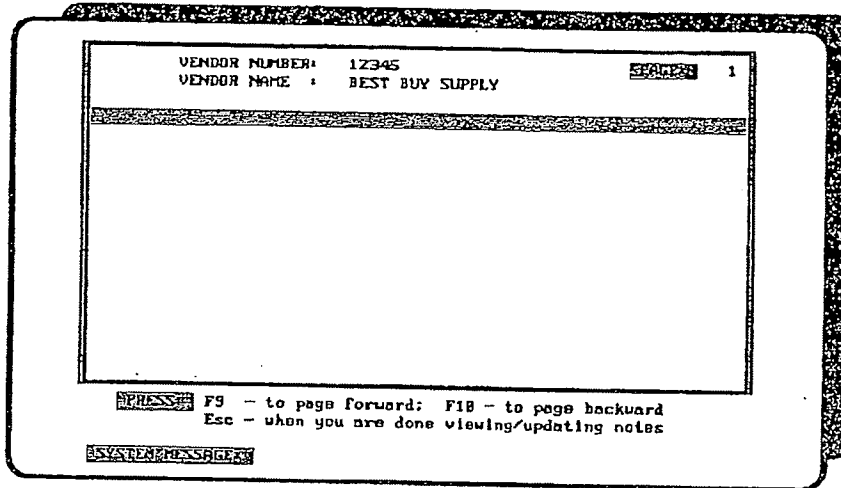


Fig.2-10. Vendor Notebook

When entering information in the Vendor Notebook, use the [ENTER] key to go to the next line. Page forward through the notes using the F9 key, and backward using the F10 key to see more than one page of Vendor Notes.

NOTE: The F9 key is used to page forward and the F10 key is used to page backward throughout P.O. WRITER PLUS.

- To exit the Vendor Notebook, press Esc

To save this VENDOR MASTER and return to the FILE MAINTENANCE Menu:

- Press Esc
- To highlight SAVE AND EXIT, press TAB [ENTER]
- To select the BILL TO FILE, type 3 [ENTER]

Enter the sample BILL TO MASTER record as shown.

BILL TO MASTER

SAVE AND EXIT

BILL TO CODE F1]
 BILL TO NAME [OUR COMPANY NAME]
 [OUR DIVISION NAME HERE]

ADDRESS

STREET [OUR STREET ADDRESS]
 ADDRESS 2 []
 CITY [OUR TOWN]
 STATE [05]
 ZIPCODE [12345] COUNTRY [USA]

ESC F2 to delete a record
 F9 - Next code F10 - Previous code Shift-F4 - View codes

SYSTEM MESSAGE

Fig.2-11. Bill To Master File

- Press Esc
- To highlight SAVE AND EXIT, press TAB [ENTER]
- To display the SHIP TO FILE MAINTENANCE Screen, Type 4 [ENTER]

2-2. Building The Master Files

Tutorial

Enter the sample SHIP TO MASTER record as shown.

```

SHIP TO CODE  [1  ]
SHIP TO NAME  [OUR COMPANY HERE          ]
              [OUR DIVISION OR LOCATION   ]

ADDRESS
STREET        [OUR STREET HERE          ]
ADDRESS 2     [                          ]
CITY          [OUR CITY HERE            ]
STATE         [05]
ZIPCODE       [12345  ] COUNTRY [USA]

F2 to delete a record
F9 - Next code  F10 - Previous code  Shift-F4 - View codes
SYSTEM MESSAGE
  
```

Fig.2-12. Ship To Master File

- Press Esc
- To highlight SAVE AND EXIT, press TAB [ENTER]
- To display the BUYER FILE MAINTENANCE Screen, type 5 [ENTER]

Enter the sample BUYER MASTER record as shown below.

BUYER MASTER FILE MAINTENANCE

BUYER MASTER FILE

BUYER CODE [1]

BUYER NAME [XXXXXXXXXXXXXXXXXXXX]

SYSTEM MESSAGE

F2 to delete a record
F9 - Next code F10 - Previous code Shift-F4 - View codes

Fig.2-13. Buyer Master File

- Press Esc
- To highlight SAVE AND EXIT, press TAB [ENTER]
- To display the AUTHORIZATION FILE MAINTENANCE Screen, type 6 [ENTER]

Enter the AUTHORIZATION MASTER record as shown below.

The screenshot shows a terminal window with the following text:

```

AUTHORIZATION CODE [1 ]
AUTHORIZATION NAME [EDITH THOMPSON]

----- F2 to delete a record
          F9 - Next code   F10 - Previous code   Shift-F4 - View codes
SYSTEM MESSAGE
  
```

Fig.2-14. Authorization Master File

- Press Esc
- To highlight SAVE AND EXIT, press TAB [ENTER]
- To display the SPECIAL INSTRUCTION FILE MAINTENANCE Screen, type 7 [ENTER]

Enter the sample SPECIAL INSTRUCTION MASTER record as shown below.

| INSTRUCTION CODE | INSTRUCTION DESCRIPTION |
|------------------|----------------------------|
| [1] | [ALL MATERIAL MUST BE] |
| [] | [INSPECTED.] |
| [] | [SEND INVOICES TO ACCTS.] |
| [] | [EXCEEDS INSTRUCTIONS] |

F2 to delete a record
 F9 - Next code F10 - Previous code Shift-F4 - View codes

Fig.2-15. Special Instructions Master File

- Press Esc
- To highlight SAVE AND EXIT, press TAB [ENTER]
- To display the ACCOUNTING CODE FILE MAINTENANCE Screen, type 8 [ENTER]

2-2. Building The Master Files

Tutorial

Enter the sample ACCOUNTING CODE MASTER record as shown below.

The screenshot shows a terminal window with the following text:

```

ACCOUNTING CODE      (G/L 1234567898      )
ACCOUNTING DESCRIPTION (PACKAGING)
  
```

At the bottom of the screen, there is a legend:

```

F2 to delete a record
F9 - Next code  F10 - Previous code  Shift-F4 - View codes
  
```

Fig.2-16. Account Code Master File

- Press Esc
- To highlight SAVE AND EXIT, press TAB [ENTER]
- To display the REQUISITIONER FILE MAINTENANCE Screen, type 9 [ENTER]

Enter the sample REQUISITIONER FILE MASTER record as shown below.

The screenshot shows a terminal window with the following text:

```

REQUISITIONER CODE [1]
NAME [SUE WARNER]
DEPARTMENT [RESEARCH]

F2 to delete a record
F3 - Next code F10 - Previous code Shift-F4 - View codes
SYSTEM MESSAGE
  
```

Fig.2-17. Requisitioner Master File

- Press Esc
- To highlight SAVE AND EXIT, press TAB [ENTER]
- To display the BUYING COMPANY FILE MAINTENANCE Screen, type 10 [ENTER]

2-2. Building The Master Files

Tutorial

The BUYING COMPANY MASTER File should contain your company name and address as you would like it to appear at the top of the printed Purchase Order.

Enter the Buying Company Information as shown below.

```

      BUYING COMPANY MASTER
      INFORMATION SCREEN
      BUYING CODE [1 ]
      BUYING NAME [OUR COMPANY NAME AND ]
                  [DIVISION PRINT HERE ]
      BUYING ADDRESS
      STREET [OUR STREET ADDRESS ]
      ADDRESS 2 [PRINTS HERE ]
      CITY [OUR CITY HERE ]
      STATE [ST]
      ZIPCODE [12345 ] COUNTRY [USA ]

      F2 to delete a record
      F9 - Next code F10 - Previous code Shift-F4 - View codes
      SYSTEM MESSAGE
  
```

Fig.2-18. Buying Company Master File

- Press Esc
- To highlight SAVE AND EXIT, press TAB [ENTER]
- To display the SHIP VIA ADDITIONS FILE MAINTENANCE Screen, type 11 [ENTER]

Enter the SHIP VIA CODE as shown below.

SHIP VIA CODE [JJ]
SHIP VIA DESCRIPTION [OCEAN FREIGHT]

THE FOLLOWING SHIP VIA CODES ARE ALREADY ASSIGNED

| | |
|--------------------|---------------|
| A - AIR | R - RAIL |
| B - BEST WAY | T - TRUCK |
| C - COMMON CARRIER | U - UPS |
| I - AS INSTRUCTED | M - SEE BELOW |
| O - OCEAN FREIGHT | |

F9 - Next code F10 - Previous code Shift-F4 - View codes
F2 to Delete a record

Fig.2-19. Ship Via Master File

Note that 9 codes have already been assigned in P.O. WRITER PLUS. These codes will be discussed in a later lesson.

- Press Esc
- To highlight SAVE AND EXIT, press TAB [ENTER]
- To display the F.O.B. ADDITIONS FILE MAINTENANCE Screen, type 12 [ENTER]

Enter the F.O.B. CODE information as shown below.

P.O. WRITER PLUS

FILE EDIT SCREENS REPORTS

FOB CODE (OL)

FOB DESCRIPTION (DESCRIPTION)

PRESENT THE FOLLOWING CODES ARE ALREADY ASSIGNED

SP - SHIPPING POINT

OP - OUR PLANT

LN - LANDED

SB - SEE BELOW

PRESENT F2 to Delete a record

F9 - next code F10 - previous code Shift-F4 - View codes

SYSTEM MESSAGE

Fig.2-20. FOB Master File

There are 4 codes that have already been assigned in P.O. WRITER PLUS. These codes will be discussed in a later lesson.

- Press Esc
- To highlight SAVE AND EXIT, press TAB [ENTER]
- To display the TAX CODE ADDITIONS FILE MAINTENANCE Screen, type 13 [ENTER]

Enter the TAX CODE ADDITIONS information as shown below.

P.O. WRITER PLUS
TAX CODE MASTER FILE

TAX CODE [J]
TAX PERCENTAGE [5.2500]

THE FOLLOWING TAX CODES ARE ALREADY ASSIGNED
Y - YES N - NO

F9 - Next code F10 - Previous code Shift-F4 - View codes
F2 to Delete a record

SYSTEM MESSAGE

Fig.2-21. Tax Code Master File

There are 2 Tax Codes that are already assigned in P.O. WRITER PLUS. These will be discussed in a later lesson.

- Press Esc
- To highlight SAVE AND EXIT, press TAB [ENTER]
- To return to the P.O. WRITER PLUS Main Menu, press Esc again

Major Points To Remember

- ☐ The 13 Master Files are the "foundation" of P.O. WRITER PLUS.
- ☐ Fields can be numeric or alphanumeric. Numeric fields accept numbers (0-9) only. Alphanumeric fields accept numbers (0-9) and characters (A-Z and special characters).
- ☐ The TAB key moves the cursor forward. The UP ARROW key moves the cursor back one field. These two keys perform the same function in any submodule of P.O. WRITER PLUS.
- ☐ The Esc key allows you to save information and/or return to the previous screen.
- ☐ The F2 key allows you to delete records in Master Files.
- ☐ The F9 & F10 keys can be used to display and page through all P.O. WRITER PLUS Master Files.
- ☐ The SHIFT-F4 keys can be used to display a list of Master File entries.

3. Creating The First Purchase Order For An Item

Comments

In this lesson you will create a Purchase Order for Item Number A1000. You will begin to see how **P.O. WRITER PLUS** uses the information you enter into the Master Files to help you create a P.O. quickly.

You will also notice in this lesson that **P.O. WRITER PLUS** maintains two other files for you, the P.O. Header File (POHDR.DAT) and the P.O. Line File (POLN.DAT). Both of these files contain the information that is used to create your History Card. In this lesson your History Card will be blank since you have not purchased Item Number A1000 before. You will see the History Card begin to build in later lessons.

The **P.O. WRITER PLUS** Main Menu should be displayed on your screen.

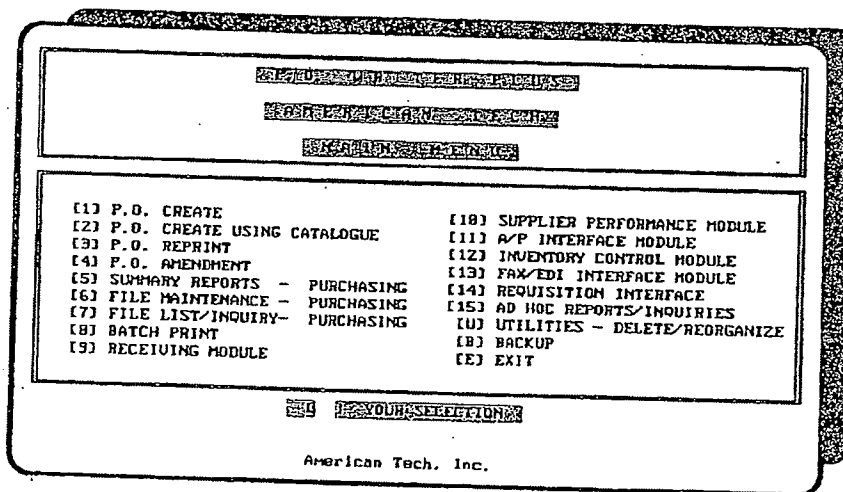


Fig.3-1. P.O. Writer Plus Main Menu

- To select P.O. CREATE, type 1 [ENTER]

The PURCHASE ORDER CREATION SELECTION Screen displays as shown on the following page.

2-3. Creating The First Purchase Order For An Item

Tutorial

| PURCHASE ORDER CREATION | | |
|--|-----|--|
| ENTER ON ONE ENTRY PLEASE | | |
| ENTER ITEM NUMBER [] | [] | Enter a valid Item Number to display the History Card or use asterisk (*) feature. |
| SIMILAR TO P.O. NUMBER [] | [] | Enter P.O. Number. System will retrieve and display order from P.O. HISTORY File. |
| ENTER P.O. NUMBER OR REQUISITION NUMBER [] | [] | Enter P.O. / Requisition Number. System will retrieve P.O. / Requisition from the HOLD File. |

PRESS Shift/F4 - TO DISPLAY ITEM MASTER or HOLD FILE
 FB - TO ADD AN ITEM TO THE ITEM MASTER FILE

SYSTEM MESSAGE

Fig.3-2. P.O. Selection Screen

Notice there are 3 ways to begin to create a Purchase Order:

1. Create a P.O. by entering an Item Number in the first field on this screen and pressing [ENTER] to display the History Card for that item.
2. Create a Purchase Order that is similar to an existing Purchase Order by entering the similar to P.O. Number in the second field.
3. Purchase Orders or Requisitions can be retrieved from the Hold File by entering the P.O. or Requisition Number into the third field shown above. An order that is retrieved from the Hold File can be completed in the Create Submodule or placed back into the Hold File for later use.

The second and third methods of creating an order will be discussed in later lessons.

A Purchase Order can also be created using a catalogue. This will be discussed in a later chapter.

- The P.O. CREATION SCREEN displays.

The system completes certain fields for you automatically using the information you entered into the Item and Vendor Master Files in Lesson 2.

Fig.3-4. P.O. Creation Screen

You must supply additional information before the Purchase Order can be printed.

2-28

Before you continue, review the Purchase Order Creation HELP Screen. This screen provides additional information regarding valid functions and selections. It also shows your logical location within the system.

- To view the HELP screen, press F1

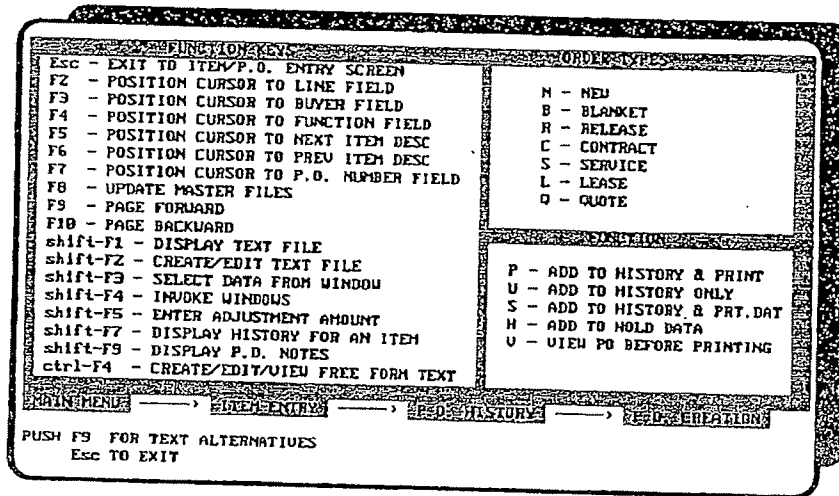


Fig.3-5. Help Screen For P.O. Creation

The Function Keys have been programmed to move the cursor to designated locations on the P.O. Creation Screen as shown above. (See Chapter 1 - Getting Started for additional information.)

- To return to the P.O. CREATION Screen press Esc

NOTE: If you accidentally press the Esc key while the Purchase Order Creation Screen is displayed, the SYSTEM MESSAGE BAR DISPLAYS:

Ignore the message and continue. If you want to escape to the P.O. Creation Selection Screen, press the Esc key again.

Fig.3-6. Creating P.O. #2001 For Item A1000

*Tutorial**2-3. Creating The First Purchase Order For An Item*

Complete the following steps to create Purchase Order Number 2001 for Item Number A1000:

- In the P.O. Number field type **2001**

(Automatic P.O. Number assignment is discussed in a later lesson.)

- To move the cursor to the SHIP-TO code location press **TAB** twice
- In the SHIP-TO code location type **1**

When the **TAB** key is pressed the information for SHIP TO code 1 automatically displays.

- To move to the NOTE field press **TAB**
- Type **CONFIRMING TO MARY SMITH**

The Order Type default in the P.O. Creation Submodule of **P.O. WRITER PLUS** is **N** (new) as shown. **TAB** past this field to the SHIP VIA field to continue.

- Type **U** (UPS)

This is a SHIP VIA code that was precoded in the system.

- In the F.O.B. field type **OP** (Our Plant)

(Again, **OP** is a standard selection in **P.O. WRITER PLUS**. Additional F.O.B. codes can be added to the F.O.B. Master File through File Maintenance.)

- **TAB** to the CONFIRM field. Type a **Y** (yes)
- **TAB** to the BILL-TO field. Type **1**
- **TAB** to the REFERENCE NUMBER field. Type **PKG-1000**

The REFERENCE NUMBER field can represent a requisition, contract number, product line or anything else you desire.

- **TAB** to the REQ.# field. Type **65783**
- **TAB** to the REQ. ID field. Type **1**

The system completes the TAX-1 field according to the way you entered the tax status in the Item Master File. The tax code could be changed at this point to either Y (yes), N (no) or any other valid tax code that you have entered into the Tax Master File.

The TAX-2 field is for instances where there may be a second tax applied. This will be discussed in a later chapter.

- TAB to the DEPT field. Type 105
- TAB to the DUE field. Type 060193

Since the system fills in the TERMS from the Vendor Master File, you can TAB past (or skip) this field. (The terms could be changed at this point. For this example, however, leave them Net 30.)

- TAB to the ACCOUNT NUMBER field. Type G/L 1234567890

The next two fields are USER DEFINED fields. These fields can be defined in the SETUP file. This will be covered in a later lesson. Leave these fields blank.

- To move the cursor to the QUANTITY field, press TAB seven times

Notice again that P.O. WRITER PLUS has completed part of the P.O. for you with information contained in the Item Master File for Item No. A1000.

- In the Quantity field type 1000
- Press F5

The cursor moves to the first line of the DESCRIPTION field.

- To move the cursor to the first blank line of DESCRIPTION, press F5 twice and type:

THIS IS ADDITIONAL (press F5 to move cursor)

INFORMATION TO DES- (press F5 to move cursor)

CRIBE ITEM NUMBER (press F5 to move cursor)

A1000.

- To move the cursor to the BUYER field press F3. Type 1
- TAB to the AUTHORIZATION field. Type 1
- TAB to the SPECIAL INSTRUCTIONS field. Type 1

A Purchase Order can be checked at any time to verify that the information that has been entered is valid. (For example: If the P.O. Number has already been used, the system indicates that the number needs to be changed.

- To check P.O. Number 2001, press [ENTER]

Your P.O. CREATION Screen looks as follows after the order has been checked.

```

DATE:05/01/93 CO.:
VENDOR BEST BUY SUPPLY
#12345 BROWN BOX DIVISION
692 HANOVER ST.
CLEVELAND OH 44112
MM NOTE MM [CONFIRMING TO MARY SMITH
ORDER TYPE[M] BILL TO[C] ] TAX-[N]
SHIP VIA [U] REFER.#[PKG-1000] TAX-[C] ] TERMS NET 30
F.O.B. [OP] REV.# [65703] ] DEPT [105] ACCOUNT # G/L 1234567890
CONFIRM [V] REQ. IDC[ ] DUE [06/15/93] USER-DEFINED-5
USER-DEFINED-6

```

| QTY | ITEM NUMBER | DESCRIPTION | UNIT | QUANTITY | PRICE | TOTAL |
|-----|-------------|---|------|----------|--------|--------|
| 801 | 91000 | CARTON 12 X 12 X 12 WHITE KRAFT THIS IS ADDITIONAL INFORMATION TO DES- CRIBE ITEM NUMBER 91000 | EA | 1000 | 0.7800 | 780.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |

```

BUYER [C] AUTHORIZATION [C] SPECIAL INSTR. [C] P.O. TOTAL: 780.00
FUNCTIONS [C] SYSTEM MESSAGE:

```

Fig.3-7. P.O. 2001 After "Checking"

If there is an error, the system indicates the error in the System Message Bar at the bottom of the screen. The cursor will automatically move to the field containing the error. Make the necessary correction.

If necessary, check the order again to verify your correction.

In addition to editing the codes, the system also retrieves the standard cost from the Item Master File for Item Number A1000 and extends the price. The standard cost can be changed on the P.O. Creation Screen.

2-3. Creating The First Purchase Order For An Item

Tutorial

Complete the following steps to print your first Purchase Order.

- To move the cursor to the FUNCTION location press **F4**
- Type **P** (print).
- Check to make sure that your printer is on.
- To print P.O. Number 2001 press **[ENTER]**

The SYSTEM MESSAGE displays

PURCHASE ORDER ADDED - PRESS ESC

Tutorial

2-3. Creating The First Purchase Order For An Item

The Purchase Order looks as shown below when it is printed.

In addition to being printed, P.O. Number 2001 will automatically be stored in the P.O. History Files.

| ** PURCHASE ORDER ** | | | | | |
|---|-------------|---|-----------------------------|----------------------------|-------------------|
| | | | P.O. NUMBER: 2001 | | |
| | | | DATE: 06/01/93 | | |
| | | | PAGE NO: 1 | | |
| | | | ORDER TYPE: NEW | | |
| VENDOR NO: 12345 | | SHIP VIA: UPS | | F.O.B.: OUR PLANT | |
| VEND: BEST BUY SUPPLY | | SHIP TO: OUR COMPANY HERE | | | |
| BROWN BOX DIVISION | | OUR DIVISION OR LOCATION | | | |
| 692 HANOVER ST. | | OUR STREET HERE | | | |
| CLEVELAND OH 44112 | | OUR CITY HERE OS 12345 | | | |
| US | | USA | | | |
| NOTE: CONFIRMING TO MARY SMITH | | | | | |
| TERMS: NET 30 | | TAX-1: NO | | [8] | |
| | | | | [1] OUR COMPANY NAME | |
| ACCT: G/L 1234567890 | | TAX-2: | | [L] OUR DIVISION NAME HERE | |
| | | | | [L] OUR STREET ADDRESS | |
| DEPT: 105 | | DUE DATE: 06/15/93 | | [L] OUR TOWN OS 12345 | |
| | | | | [7] USA | |
| REF #1 PKG-1000 | | CONFIRM: YES | | [0] | |
| | | | | | |
| LN | ITEM NUMBER | DESCRIPTION | U/M | QUANTITY | PRICE PER |
| 001 | A1000 | CARTON 12 X 12 X 12 WHITE KRAFT THIS IS ADDITIONAL INFORMATION TO DES- CRIBE ITEM NUMBER A1000 | EA | 1000 | .7800 |
| REQUISITIONER: SUE WARNER | | | | REQ. NO: 65783 | PAGE TOTAL 780.00 |
| SPECIAL INSTRUCTIONS: ALL MATERIAL MUST BE INSPECTED. SEND INVOICES TO ACCTS. PAYABLE IN TRIPLICATE. | | | | P.O. TOTAL | 780.00 |
| BUYER: ED SNYDER | | | AUTHORIZATION: BOB THOMPSON | | |
| X _____ | | | X _____ | | |

Fig.3-8. Printed Copy of P.O. 2001

Major Points To Remember

- ☐ P.O. WRITER PLUS allows an unlimited amount of transactions to be stored in the History Files. The last 10 are displayed on the P.O. History Card.
- ☐ A Purchase Order is created by entering a minimal amount of information. By indicating a code, P.O. WRITER PLUS retrieves the majority of the associated information for you from the Master Files. This means that information such as a vendor name, address, etc., need only to be typed into the Master File ONCE.
- ☐ You can check your data on the P.O. Creation Screen at any time - leave the FUNCTION field blank and press [ENTER]
- ☐ In the P.O. Creation Submodule, the system defaults to an Order Type of N (new). Quotes, Blanket Orders, Releases, Contracts, Service, and Lease orders can also be created in this submodule by changing the ORDER TYPE field to: Q (Quote), B (Blanket), R (Release), C (Contract), L (Lease), and S (Service). See Chapter 4, Using P.O. WRITER PLUS, for additional information regarding editing rules for these Order Types.
- ☐ By entering a P (print) in the FUNCTION location, the system will write the P.O. to the printer and the P.O. History File. Other valid functions are: U (Update - the P.O. is only written to the History File), H (Hold - the order is written to the Hold File), S (Spool - the P.O. is written to the History File and to the batch printing file). Function V provides a WYSIWYG (What You See Is What You Get) display of the P.O. This allows you to view the P.O. exactly as it will be printed.

4. Creating A Second P.O. For An Item

Comments

Once you have created a Purchase Order for an item using P.O. WRITER PLUS, subsequent buys become faster. This is because P.O. WRITER PLUS displays the general information contained on the last P.O. you created for that item from the selected vendor. The Purchase Order information is retrieved from the P.O. History Files (POHDR.DAT) and POLN.DAT).

You will also review the "scroll" and "point and shoot" features of P.O. WRITER PLUS. This feature allows you to view the contents of the Item, Vendor, or Hold Files on your monitor. All or selected ranges of a file can be viewed.

In this lesson, you will also see how P.O. WRITER PLUS allows you to "window" to all Master Files. This can be done at anytime during the order creation process. The window feature allows you to view and pick data from the Master File without knowing the assigned number code.

You will also see how the P.O. WRITER PLUS WYSIWYG (What You See Is What You Get) feature allows you to see a purchase order before it is printed. This preview includes text files, adjustments, tax amounts, etc.

If you have just completed Lesson 3 you will still have the P.O. CREATION Screen displayed. If this is the case:

- To return to the PURCHASE ORDER Selection Screen, press Esc

If you are starting at the Main Menu:

- To select P.O. CREATE, type 1 [ENTER]

2-4. Creating A Second P.O. For An Item

Tutorial

Say that you need to order a 12 X 12 X 12 CARTON, but can't remember the Item Number.

- Press SHIFT-F4

The FILE INQUIRIES Menu displays. From this Menu, you can view information in the ITEM, VENDOR, HOLD and FREE FORM Text Files. Only the ITEM File will be discussed here.

| ITEM - NUMBER | ITEM - DESC. SORT | ITEM - COMMODITY SORT |
|---------------|-------------------|-----------------------|
| [8] | [] | [] |
| [] | [] | [] |
| [] | [] | [] |

[] TO []

Fig.4-1. File Inquiries Menu

There are various ways to view the files or selected ranges of each file.

NOTE: All P.O. WRITER PLUS Master Files are sorted using the ASCII Collating Sequence (see the Character Sort Summary in the Appendix of this Manual for additional information).

1. **ITEM:** By entering a Y in the DISPLAY ALL selection field the system allows you to view the entire Item Master File. The file will be displayed in Item Number sequence. The F9 key will advance your view of the file one screen at a time. F10 will move you backward in the file one screen at a time. Each screen contains 15 Items.
2. **ITEM: STARTING WITH** - Because your Item Master File can become very large, you will probably use the STARTING WITH feature most frequently to scroll through your Item Master File. You can view a piece of your file by entering a number or part of your Item Numbers. You can scroll forward and backward using the F9 and F10 keys. Each screen contains 15 Items.
3. **ITEM - DESC. SORT:** By typing Y in the DISPLAY ALL field the system allows you to view the entire Item Master File. The file will be sorted and displayed by the Item's name (regardless of the Item Number). The first twenty characters of the Item's name are considered. Use the F9 key to page down and the F10 key to page up when the Item Master File is displayed in name sequence.
4. **ITEM - DESC. SORT/STARTING WITH:** Because your Item Master File can become very large, you may want to display only a portion of the file after it has been sorted by the Item's name. The STARTING WITH feature can be used to accomplish this by entering a letter or letters. The first twenty characters of the Item's name are considered.
5. **ITEM - COMMODITY SORT** - In the ITEM MASTER File, a 10 character COMMODITY code can be assigned to each item. A listing of items grouped by COMMODITY can be reviewed using the same methods listed above. For example, a code of PACKAGE was assigned to Item Number A1000. If PKG was typed in the STARTING WITH field, all items assigned this COMMODITY code would display.

2-4. Creating A Second P.O. For An Item

Tutorial

The cursor is located in the ITEM - DISPLAY ALL field.

- To display the entire contents of the ITEM MASTER File, type Y [ENTER]

A listing of the entire ITEM MASTER File displays. (At this time, A1000 is the only item in the file.)

| ITEM NUMBER | DESCRIPTION | PACKAGE |
|-------------|---------------------------------|---------|
| A1000 | CARTON 12 X 12 X 12 WHITE KRAFT | PACKAGE |

F9 - to page forward F10 - to page backward
 F3 - to view item F4 - to view extended description
 Shift-F3 - to select item

SYSTEM MESSAGE: END OF FILE REACHED

Fig.4-2. Listing of Item Master File

At this point, you are unsure of the lead time for this item, and would like to review the Master File.

- To view the ITEM MASTER File, press F3

```

ITEM MASTER FILE
ITEM NUMBER      A1000
DESCRIPTION #1    CARTON 12 X 12 X 12
DESCRIPTION #2    WHITE KRAFT
UNIT OF MEASURE   EA
STANDARD COST     8.7888
CURRENCY          USD
PRICING U/M       EA
PRICE FACTOR      0.8888
LEAD TIME         3
COMMODITY         PACKAGE
CATALOG ID        BEST BUY
STATUS            IA
TAX-CODE 1        CN
TAX-CODE 2        C
USER-DEFINED-1    C
USER-DEFINED-2    C
USER-DEFINED-3    C
USER-DEFINED-4    C
LAST ACCESS DATE  06/01/93
SYSTEM MESSAGE    TRANSACTION COMPLETED - RECORD DISPLAYED
  
```

Fig.4-3. Reviewing A Master File From Inquiry List

The ITEM MASTER for A1000 displays. You can see that the LEAD TIME is 3 days.

- To return to the ITEM MASTER list, press ANY KEY

P.O. WRITER PLUS allows you to select any Master Record using the "point and shoot" method.

- To select Item A1000, press SHIFT-F3

The PURCHASE ORDER CREATION Selection Screen displays with A1000 entered in the ENTER ITEM NUMBER field.

2-4. Creating A Second P.O. For An Item

Tutorial

To create the second Purchase Order for Item Number A1000:

- To display the Purchase Order History Card, press [ENTER]

PURCHASE ORDER HISTORY

ITEM NUMBER [A1000] DESCRIPTION [CARTON 12 X 12 X 12]
 [WHITE KRAFT]
 STD. COST [0.7800] PRICE FACTOR [0.8000] U/M [EA]
 CURRENCY [USD] COMMODITY [PACKAGE] LEAD TIME [3]
 CATALOGUE [BEST BUY]

PAST PURCHASE ORDERS WERE:

| DATE | PO NO | ITEM | VENDOR NAME | QTY | UNIT | PRICE |
|--------|-------|----------|-----------------|------|------|-------|
| 060193 | 2001 | 00012345 | BEST BUY SUPPLY | 1000 | EA | .7800 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

PAST PURCHASE ORDER DETAIL [1234567890]

PRESS: Shift-F4 to view Vendor File
 F8 to add Vendor to Master File

SYSTEM MESSAGE

Fig.4-4. P.O. History Card For Item A1000

The Purchase Order History Card displays pertinent information regarding the last 10 transactions for the selected Item Number. You can see that summary information from P.O. Number 2001 displays above for Item Number 1234567.

Say that you want to purchase Item Number A1000 from Best-Buy Packaging again.

- In the VENDOR field, type 12345 [ENTER]

The P.O. Creation Screen displays.

NOTE: Although the History Card shows the last 10 purchases, the P.O. History Files (POHDR.DAT & POLN.DAT) can contain an unlimited number of Purchase Orders for a given Item Number. The History File is only limited by the size of your hard disk.

Fig.4-5. Creating Second P.O. For Item A1000

NOTE: *If you do not wish to retrieve information from the previous P.O., you can tell the system to pull information from the Item Master File. This is defined in the Setup File (see the System Administrator's Guide for complete details).*

Using your **TAB** and **FUNCTION KEYS**, change the information in the following fields:

- STOP.**

2-4. Creating A Second P.O. For An Item

Tutorial

P.O. WRITER PLUS allows you to view the contents of any Master File while you are creating an order. This is done through the use of "windows". By completing the following steps you will learn how to view the contents of the F.O.B. Master File.

- To display the F.O.B. Master File window as shown below, press SHIFT-F4

DATE: 06/01/93 CO.:
 VENDOR: BEST BUY SUPPLY
 (12345) BROWN BOX DIVISION
 692 HANOVER ST.
 CLEVELAND OH 44112
 MM NOTE MM ATTENTION: SALES DEPARTMENT
 ORDER TYPE: M3 BILL TO: 1 TAX-11N
 SHIP VIA: (J) REFER. # (PKG-1000) TAX-21
 F.O.B. (OP) REQ. # (65783) DEPT (1)
 CONFIRM (Y) REQ. ID: 1 DUE (0)
 SHIP TO OUR COMPANY HERE
 FOB CODES
 SH SHIPPING POINT
 OP OUR PLANT
 SB SEE BELOW
 LM LANDED
 Press Esc to exit; shift-F3 to select
 P.O. WRITER CODES: F9 FOR USER CODES
 0.0000 0.00
 0.0000 0.00
 BUYER (1) AUTHORIZATION (1) SPECIAL INSTR. (1) P.O. TOTAL: 0.00
 FUNCTION () SYSTEM MESSAGE:

Fig 4-6. P.O. Creation Screen - F.O.B. Window

NOTE: The F.O.B. codes listed above are the codes that have been "precoded" in the system. Codes entered into the F.O.B. Master File through File Maintenance can be viewed by pressing the F9 (page forward) key (see note at bottom of window shown above).

- To view the F.O.B. entry you made in Lesson 2, press F9

DATE: 06/01/93 CO.:
 VENDOR: BEST BUY SUPPLY
 (12345) BROWN BOX DIVISION
 692 HANOVER ST.
 CLEVELAND OH 44112
 SHIP TO OUR COMPANY HERE
 PAGE 1

MM NOTE MM (ATTENTION: SALES DEPARTMENT
 ORDER TYPE(M) BILL TO(1) TAX-1IN
 SHIP VIA (J) REFER.#(PKG-1000) TAX-2I
 F.O.B. (OP) REQ.# (65703) DEPT (1
 CONFIRM (Y) REQ. IDC(1)DUE (R

| ITEM NUMBER | DESCRIPTION | QTY | UNIT PRICE | TOTAL |
|-------------|---|-----|------------|-------|
| 001A1000 | CARTON 12 X 12 X 12 WHITE KRAFT THIS IS ADDITIONAL INFORMATION TO DES- CRIBE ITEM NUMBER A1000 | | 0.0000 | 0.00 |

Press Esc to exit: shift-F3 to select
 END OF FILE: F10-PREVIOUS PAGE

BUYER (1) AUTHORIZATION (1) SPECIAL INSTR. (1) P.O. TOTAL: 0.00
 (RUNNING) () SYSTEM MESSAGE:

Fig.4-7. P.O.B. Window Showing User Added Codes

- To select code OL, press SHIFT-F3

OL automatically appears in the F.O.B. field.

You can view the contents of any Master File in the P.O. WRITER PLUS system by placing your cursor in the selected field and pressing SHIFT-F4.

You can select any code from the Master File by moving the cursor to the desired code and pressing SHIFT-F3

2-4. Creating A Second P.O. For An Item

Tutorial

P.O. WRITER PLUS provides a Due Date Calculator. By entering the days, weeks, months, or years in the Due Date Window, the system adds the respective time to the P.O. Date.

- To move the cursor to the DUE DATE field, press TAB
- Press SHIFT-F4

As you can see in the window below, you can enter the DUE DATE in days, weeks, months, or years. The system adds the time entered to the P.O. DATE. The P.O. DATE is in the upper-left of the screen. By default, the P.O. DATE is pulled from the system date.

DATE: 06/01/93 EO. *
 VENDOR: BEST BUY SUPPLY
 12345 18000 BOX DIVISION
 692 HANOVER ST.
 CLEVELAND OH 44112
 SHIP TO OUR COMPANY HERE
 (1) OUR DIVISION OR LOCATION
 OUR STREET HERE
 OUR CITY HERE OS 12345
 ** NOTE ** [ATTENTION: SALES DEPARTMENT
 ORDER TYPE: (N) BILL TO: (1) TAX-1: (N)
 SHIP VIA: (1) REFER. # PKG-1000 TAX-2: (1)
 P.O.B. (OL) REQ. # 165783 DEPT 105
 CONFIRM (Y) REQ. IDC1 1DUE (1)
 TERMS: NET 30
 ACCOUNT # G/L 1234567898
 USER-DEFINED-5
 USER-DEFINED-6
 DAYS [0]
 WEEKS [0]
 MONTHS [0]
 YEARS [0]
 PRESS Esc or Enter to calculate due date
 BUYER (1) AUTHORIZATION (1) SPE
 RETURNING (1) SYSTEM MESSAGE:

Fig.4-8. Creating P.O. 2002

- To let the system calculate the DUE DATE, enter the amount for the desired selection - day, weeks, months or years.
- Press ESC

The system calculates the DUE DATE based on your selection, and places the entry in the DUE DATE field.

Tutorial

2-4. Creating A Second P.O. For An Item

- Using your TAB and FUNCTION KEYS, finish editing your Order Creation Screen so that it looks like the screen shown below.

DATE: 05/01/93 CO.:
 VENDOR: BEST BUY SUPPLY SHIP TO OUR COMPANY HERE
 112345 BROWN BOX DIVISION 11 OUR DIVISION OR LOCATION
 692 HANOVER ST. OUR STREET HERE
 CLEVELAND OH 44112 OUR CITY HERE OS 12345

NOTE: ATTENTION: SALES DEPARTMENT
 ORDER TYPE: (N) BILL TO: (J) TAX: (1M) TERMS: NET 30
 SHIP VIA: (J) REFER. # (PKG-1000) TAX: (2K) ACCOUNT # C/L 123456789
 F.O.B. (OL) REQ. # (65783) DEPT (ACCT. 3 USER-DEFINED-5
 CONFIRM (Y) REQ. IDC1 1DUE (051593) USER-DEFINED-6

| ITEM NUMBER | DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|-------------|---------------------|----------|------------|--------|
| 001 A1000 | CARTON 12 X 12 X 12 | 2000 | 0.7800 | 780.00 |
| | WHITE KRAFT | | 0.0000 | 0.00 |
| | THIS IS ADDITIONAL | | 0.0000 | 0.00 |
| | INFORMATION TO DES- | | 0.0000 | 0.00 |
| | CRIBE ITEM NUMBER | | 0.0000 | 0.00 |
| | A1000 | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |

BUYER (1) AUTHORIZATION (1) SPECIAL INSTR. (1) P.O. TOTAL: 780.00
 FUNCTION (F) SYSTEM MESSAGE:

Fig. 4-9. Creating P.O. 2002

- To "CHECK" your Screen press [ENTER]
- To move the cursor to the FUNCTION field press F4

2-4. Creating A Second P.O. For An Item

Tutorial

P.O. WRITER PLUS has a WYSIWYG (What You See Is What You Get) feature. This allows you to see your Purchase Order before you print it.

- To view the P.O., press V [ENTER]

The P.O. looks as shown below. Use the Arrow Keys to scroll vertically and horizontally.

NOTE: The P.O. shown below is the default print option supplied with P.O. WRITER PLUS. If you have selected another print option, the appearance of your P.O. may differ than the one below.

| ** PURCHASE ORDER ** | | | |
|---|--------------------------|--|------------------------|
| P.O. NUMBER: 2002 | | DATE: 06/01/93 | |
| PAGE NO: 1 | | ORDER TYPE: NEW | |
| VENDOR NO: 12345 | SHIP VIA: JIM'S TRUCKING | F.O.B.: OUR LOCATION | |
| VEND: BEST BUY SUPPLY BROWN BOX DIVISION 692 HANOVER ST. CLEVELAND OH 44112 US | | SHIP TO: OUR COMPANY NAME OUR DIVISION OR LOCATION OUR STREET HERE OUR CITY HERE OS 12345 USA | |
| NOTE: ATTENTION: SALES DEPARTMENT | | | |
| TERMS: NET 30 | TAX-1: NO | B | |
| ACCT: G/L 1234567890 | TAX-2: | I | OUR COMPANY NAME |
| DEPT: 105 | DUE DATE: 06/15/93 | L | OUR DIVISION NAME HERE |
| REF #: PKG-1000 | CONFIRM: YES | L | OUR STREET ADDRESS |
| | | T | OUR TOWN OS 12345 |
| | | D | USA |

Fig.4-10. Creating P.O. 2002

- To print Purchase Order Number 2002 type P (print) [ENTER]

Tutorial

2-4. Creating A Second P.O. For An Item

The Purchase Order looks like the one shown below.

| ** PURCHASE ORDER ** | | | | | |
|---|-------------|---|---------------|----------------------------|-----------|
| P.O. NUMBER: 2002 | | | | | |
| DATE: 06/01/93 | | | | | |
| PAGE NO: 1 | | | | | |
| ORDER TYPE: NEW | | | | | |
| VENDOR NO: 12345 | | SHIP VIA: JIM'S TRUCKING | | F.O.B.: OUR LOCATION | |
| VEND: BEST BUY SUPPLY | | SHIP TO: OUR COMPANY HERE | | | |
| BROWN BOX DIVISION | | OUR DIVISION OR LOCATION | | | |
| 692 HANOVER ST. | | OUR STREET HERE | | | |
| CLEVELAND | | OH 44112 | OUR CITY HERE | | OS 12345 |
| US | | USA | | | |
| NOTE: ATTENTION: SALES DEPARTMENT | | | | | |
| TERMS: NET 30 | | TAX-1: NO | | [B] | |
| ACCT: G/L 1234567890 | | TAX-2: | | [L] OUR COMPANY NAME | |
| DEPT: 105 | | DUE DATE: 06/15/93 | | [L] OUR DIVISION NAME HERE | |
| REF #: PKG-1000 | | CONFIRM: YES | | [L] OUR STREET ADDRESS | |
| | | | | [L] OUR TOWN OS 12345 | |
| | | | | [T] USA | |
| | | | | [O] | |
| LV | ITEM NUMBER | DESCRIPTION | U/M | QUANTITY | PRICE PER |
| 001 | A1000 | CARTON 12 X 12 X 12 WHITE KRAFT THIS IS ADDITIONAL INFORMATION TO DES- CRIBE ITEM NUMBER A1000 | EA | 2000 | .7800 |
| REQUISITIONER: SUE WARNER | | REQ. NO: 65783 | | PAGE TOTAL 1560.00 | |
| SPECIAL INSTRUCTIONS: ALL MATERIAL MUST BE INSPECTED. SEND INVOICES TO ACCTS. PAYABLE IN TRIPLICATE. | | | | P.O. TOTAL 1560.00 | |
| BUYER: ED SNYDER | | AUTHORIZATION: BOB THOMPSON | | | |
| X _____ | | X _____ | | | |

Fig.4-11. P.O. 2002 When Printed

Major Points To Remember

- ☐ The FILE INQUIRIES Menu is accessible from the P.O. CREATION Screen. From this Menu, you can view information in the ITEM, VENDOR, AND HOLD FILES.
- ☐ P.O. WRITER PLUS displays a History Card for an item if the item has been added to the Item Master File. The History Card provides summary information about the last ten transactions. Specifically, the History Card contains the Date of Order, Order Type (New, Blanket, Release, Quote, Amendment, or Contract), Amendment Number, Vendor Number, Vendor Name, Quantity on the Order, Unit of Measure, and the Price Per Unit on Order.
- ☐ P.O. WRITER PLUS can display general information from the last P.O. you created for the specified item from the selected Vendor (including additional description for the item); *OR* P.O. WRITER PLUS can pull the information from the Item Master File instead. The method can be defined in the Setup File (see the System Administrator's Guide for complete information).
- ☐ Any code can be changed on the P.O. Creation Screen. "Precoded" codes or valid codes from the Master Files can be used.
- ☐ The contents of a P.O. WRITER PLUS Master File can be viewed from the Order Creation Screen (in the P.O. Create and Amendment Submodules) by placing the cursor in the requested field and pressing **SHIFT-F4**
- ☐ You can select any code from the Master File by moving the cursor to the desired code and pressing **SHIFT-F3**
- ☐ P.O. WRITER PLUS has a WYSIWIG feature. This allows you to review a P.O. on-screen before you print it. The display included extended totals, tax amounts, adjustments, text files, etc.

5. Using The Hold File

Comments

In the following lesson you will learn how to use the Hold File in the Purchase Order Creation Submodule. The Hold File can be used to store purchase requisitions or partially completed orders.

You will also learn that a Vendor can be added to the Vendor Master File directly from the Purchase Order Creation Submodule. Also, any Master File can be updated from the P.O. Creation Screen.

If you have just completed Lesson 4 you will still have the P.O. CREATION Screen displayed.

- To return to the PURCHASE ORDER CREATION Selection Screen, press **Esc**

OR

- If you are starting at the Main Menu type 1 [ENTER]

This lesson begins by starting to create another order for Item Number A1000, and placing it in the HOLD FILE.

- In the ENTER ITEM NUMBER field on the PURCHASE ORDER CREATION Selection Screen, type A1000 [ENTER]

The History Card for A1000 displays as shown below.

```

PURCHASE ORDER HISTORY
-----
DATE INVOICE [A1000] ] DESCRIPTION [CARTON 12 X 12 X 12 ]
STD. COST [ 0.7800] PRICE FACTOR [ 0.0000] U/M [EA ]
CURRENCY [USD ] COMMODITY [PACKAGE ] LEAD TIME [ 3]
CATALOGUE [BEST BUY ]

LAST PURCHASE ORDER NUMBER
-----
DATE INVOICE AND OPENING NO. VENDOR NAME QTY. UNIT PRICE
668193 062001 00 12345 BEST BUY SUPPLY 1800 EA .7800
668193 062002 01 12345 BEST BUY SUPPLY 2000 EA .7800
.
.
.
.
.
.
.
.

PRESS: Shift-F4 to view Vendor File
FB to add Vendor to Master File

SYSTEM MESSAGE:

```

Fig.5-1. P.O. History Card For Item A1000

2-5. Using The Hold File

Tutorial

In this example, you want to purchase Item Number A1000 from Vendor Number NAPC-1 (North American Packaging Corporation) instead of from Vendor Number 12345 (Best-Buy Supply Corporation). You think that Vendor Number NAPC-1 may already exist in the Vendor Master File, but you want to double check.

As with the Item File in the previous lesson, in P.O. WRITER PLUS you can view the Vendor Master Files from the P.O. Creation and Amendment Submodules at any time by pressing **SHIFT-F4**

- To view the VENDOR MASTER DISPLAY Screen as shown below, press **SHIFT-F4**

| DISPLAY VENDOR MASTER FILE BY: | DISPLAY ALL Y=YES | STARTING WITH |
|--------------------------------|-------------------|---------------|
| VENDOR - by Vendor Number | [Y] | [] |
| VENDOR - by Vendor Name | [] | [] |

Fig. 5-2. Vendor Master Display Screen

The file can be displayed similarly to the Item Master detailed in the previous lesson.

The cursor is located in the Vendor (DISPLAY ALL) field.

- To display all vendors, type **Y [ENTER]**

As you can see, the only vendor on file is BEST BUY SUPPLY.

The screenshot shows a terminal window titled "VENDOR DISPLAY". At the top, it displays "DATE: 06/01/93" and "VENDOR DISPLAY". Below this is a table with four columns: "NUMBER", "VENDOR NAME", "CONTACT", and "PHONE". The first row contains the data: "023456", "BEST BUY SUPPLY", "MARY HARRIS", and "216-696-8877". Below the table, there are instructions for function keys: "F9 - to page forward", "F10 - to page backward", "F3 - to view vendor information", "F4 - to view vendor notes", and "shift-F3 - to select vendor". At the bottom, a "SYSTEM MESSAGE" box displays "END OF FILE REACHED".

| NUMBER | VENDOR NAME | CONTACT | PHONE |
|--------|-----------------|-------------|--------------|
| 023456 | BEST BUY SUPPLY | MARY HARRIS | 216-696-8877 |

F9 - to page forward F10 - to page backward
 F3 - to view vendor information F4 - to view vendor notes
 shift-F3 - to select vendor

SYSTEM MESSAGE: END OF FILE REACHED

Fig.5-3. Vendor Display List

- To return to the Purchase Order History Card for Item Number A1000, press Esc twice

2-5. Using The Hold File

Tutorial

There is an alternate approach to determine that Vendor Number NAPC-1 is not in the Vendor Master File. You could enter the Vendor Number into the ENTER VENDOR NUMBER field and press [ENTER].

- In the ENTER VENDOR NUMBER FIELD, type NAPC-1 [ENTER]

The SYSTEM MESSAGE displays:

VENDOR NOT ON FILE; PRESS F8 KEY TO ADD VENDOR

PURCHASE ORDER HISTORY

ITEM NUMBER: [A1000] DESCRIPTION: [CARTON 12 X 12 X 12]
 STD. COST [0.7000] PRICE FACTOR [0.0000] U/M [EA]
 CURRENCY [USD] COMMODITY [PACKAGE] LEAD TIME [30]
 CATALOGUE [BEST BUY]

| DATE | ITEM | QTY | UNIT | PRICE | TOTAL | STATUS |
|--------|-------|----------|------|-------|-------|--------|
| 060193 | A1001 | 00012345 | | 1000 | 7000 | |
| 060193 | A1002 | 00012345 | | 2000 | 7000 | |

ENTER VENDOR NUMBER: [NAPC-1] PRESS: Shift-F4 to view Vendor File
 FB to add Vendor to Master File

SYSTEM MESSAGE: VENDOR NOT ON FILE; PRESS F8 KEY TO ADD VENDOR

Fig.5-4. P.O. History - Vendor Selection

Since Vendor Number NAPC-1 is not on file, you will need to enter the new vendor into the Master File before you can complete your Purchase Order. You can enter a vendor into the system in one of two ways:

1. Escape back to the Main Menu and go into the File Maintenance Submodule. Select Vendor Master and enter the new vendor as you did in Lesson 2.,

OR

2. Enter the new vendor into the Vendor Master File from the History Card.

In this example, the Vendor Master will be added from the P.O. HISTORY CARD.

- To display the Vendor Master Screen as shown below, press F8

The screenshot shows the Vendor Master Screen with the following fields and values:

| | | | |
|--|--------------|------------------|-----|
| VENDOR MASTER SCREEN | | | |
| VENDOR NUMBER | [12345678] | | |
| VENDOR NAME | [] | | |
| VENDOR ADDRESS | | | |
| STREET | [] | | |
| ADDRESS 2 | [] | | |
| CITY | [] | | |
| STATE | [] | COUNTRY | [] |
| ZIPCODE | [] | | |
| CONTACT NAME | [] | TELEPHONE NUMBER | [] |
| SECOND CONTACT | [] | SECOND TELEPHONE | [] |
| FAX TELEPHONE | [] | | |
| TERMS | [] | VENDOR CLASS | [] |
| NOTE | [] | | |
| LAST ACCESS DATE | [/ /] | | |
| ADDITIONAL INFORMATION » | | | |
| F2 = Delete F4 = Notes F9/F10 = Next/previous vendor | | | |
| SYSTEM MESSAGE | | | |

Fig. 5-5. Vendor Master Screen

The system automatically places the new Vendor Number in the Vendor Number field as shown above.

(If this is not the correct Vendor Number, press the Esc key one time to return to the History Card Screen. Enter a new number and press F8 to continue.)

- Type the information shown below for Vendor Number NAPC-1

| VENDOR INFORMATION | | | |
|--|---|------------------|-----------------|
| VENDOR NUMBER | [NAPC-1] | | |
| VENDOR NAME | [NORTH AMERICAN PACKAGING] [CORPORATION] | | |
| VENDOR ADDRESS | | | |
| STREET | [9845 AMERICAN WAY AVE.] | | |
| ADDRESS 2 | [SUITE 3] | | |
| CITY | [ST. LOUIS] | | |
| STATE | [MO] | | |
| ZIPCODE | [45678] | COUNTRY | [USA] |
| CONTACT NAME | [AUDREY RODGERS] | TELEPHONE NUMBER | [405-ZZZ-3333] |
| SECOND CONTACT | [] | SECOND TELEPHONE | [] |
| FAX TELEPHONE | [] | | |
| TERMS | [2/10 NET 30] | VENDOR CLASS | [MIN] |
| NOTE | [] | | |
| LAST ACCESS DATE | [/ /] | | |
| ADDITIONAL INFORMATION * | | | |
| F2 = Delete F4 = Notes F9/F10 = Next/previous vendor | | | |

Fig-5-6. Adding Vendor Number NAPC-1

- To add the vendor, press Esc
- To highlight and select SAVE AND EXIT, press TAB [ENTER]

Any Master File, including a vendor, can be added from the P.O. CREATION Screen. This is done by placing your cursor in the selected field and pressing the F8 key. If desired, this can be restricted using the P.O. WRITER PLUS Security Module.

The P.O. HISTORY CARD displays with the new vendor automatically placed in the VENDOR field.

- To display the Purchase Order Creation Screen, press **[ENTER]**

Since you have never purchased Item Number A1000 from Vendor Number NAPC-1 before, the Purchase Order Creation Screen does not contain historical information regarding the last buy from this vendor.

Using your TAB and FUNCTION KEYS, complete your screen as shown below.

DATE: 06/01/93 CO.:
 VENDOR: NORTH AMERICAN PACKAGING
 (NAPC-1) CORPORATION
 9045 AMERICAN WAY AVE.
 ST. LOUIS MO 64567B

SHIP TO OUR COMPANY HERE
 (1) OUR DIVISION OR LOCATION
 OUR STREET HERE
 OUR CITY HERE OS 12345

MM NOTE MM
 ORDER TYPE (N) BILL TO (1) TAX-1 (N) TERMS 2/10 NET 30
 SHIP VIA (T) REFER. # (PKG-2000) TAX-2 (1) ACCOUNT # C/L 1234567890
 F.O.B. (OP) REQ. # (1467) DEPT (105) USER-DEFINED-5
 CONFIRM (Y) REQ. ID (1) DUE (061593) USER-DEFINED-6

| ITEM NUMBER | DESCRIPTION | UNIT | QUANTITY | UNIT PRICE | TOTAL PRICE |
|-------------|---------------------|------|----------|------------|-------------|
| 001-A1000 | CARTON 12 X 12 X 12 | EA | | 0.7800 | 0.00 |
| | WHITE KRAFT | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |

BUYER () AUTHORIZATION () SPECIAL INSTR. () P.O. TOTAL: 0.00
 (FUNCTION) () SYSTEM MESSAGE:

Fig.5-7. P.O. Creation Screen For P.O. 2003

(Press the F1 key for HELP and for information regarding the Function Keys if necessary.)

- To CHECK your new Purchase Order press **[ENTER]**

The system edits header information first. Header information is any information above or below the body of the order matrix on your screen.

If you have completed the steps on the previous pages correctly, the SYSTEM MESSAGE BAR displays:

QUANTITY FOR ITEM ON LINE 001 MUST BE INCLUDED

Say that the quantity shown on the Purchase Requisition has been crossed-out and changed four times. You probably want to call the Requisitioner before completing the order. Naturally the person is not in and you have other orders to complete. You want to save the order as is until it can be completed at a later time.

To do this you will use the H (HOLD) feature in P.O. WRITER PLUS.

To place any order into the Hold File:

- To move the cursor to the FUNCTION field, press F4
- Type H [ENTER]

The SYSTEM MESSAGE BAR displays:

PURCHASE ORDER ADDED TO HOLD FILE - PRESS Esc

The following is a list of a few key facts about the use of the Hold File.

1. Orders can only be sent to the Hold File from the Purchase Order Creation Submodule (you cannot hold an order from the Amendment Submodule, for example).
2. An order can be placed in the Hold File from the P.O. Creation Submodule regardless of the ORDER TYPE (N, B, C, Q, R, L, OR S).
3. Orders can be sent to the Hold File even when errors exist (invalid codes, required fields not completed, etc.).
4. Orders sent to the Hold File do not effect the Open Purchase Order File (in the Receiving Module) in any way.
5. Requisitions can be entered and stored in the Hold File pending the review, completion, or approval by the Purchasing Department.
6. You may add or change information to a held Purchase Order and store it back into the Hold File as many times as you like. It can be stored using the same Order Number or you can change the Order Number at any time.
7. You may add, insert, change, or delete lines in the "body" of the Purchase Order, as well as update any of the header information.
8. You also have the option of changing the Order Number when you are ready to complete the order and add it to the Purchase Order History Files. (Remember that any Order Type - New, Blanket, Contract, Quote, or Release - is stored in the Purchase Order History Files.) This feature should be used when converting requisitions into finished Purchase Orders.
9. Select P (print), S (spool), or U (update) to complete the Purchase Order. The Purchase Order will be automatically deleted from the Hold File when it is written to the Purchase Order History File.

At some point you may wish to view a summary of the orders that are stored in the Hold File. (Orders can also be batch printed from the Hold File. A hard copy report, Hold File Log, is also available. See Chapter 4.)

To view a summary of the orders in the Hold File:

- Return to the Main Menu by pressing Esc
- To select FILE LIST/INQUIRY, type 7 [ENTER]

The FILE LISTINGS AND INQUIRIES Menu displays.

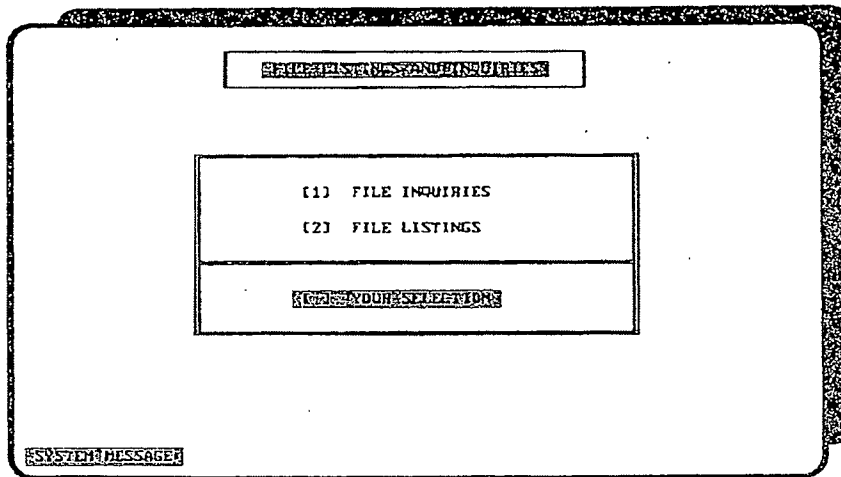


Fig.5-8. File Listings And Inquiries Menu

- To select FILE INQUIRIES, type 1 [ENTER]

The FILE INQUIRIES Menu displays. This is the same menu used previously to view the Item and Vendor Masters.

NOTE: Additional information regarding File Listings (hard copy lists) will be provided in a later lesson.

- To move your cursor to the DISPLAY ALL field next to HOLD FILE, press F5 6 times
- Type Y [ENTER]

The system displays:

PLEASE WAIT...PROCESSING P.O. HOLD FILE

After the file is processed, the P.O. / REQ. HOLD FILE Screen displays as shown:

| DATE | P.O. NO. | REF. NO. | VENDOR | VENDOR NAME | REQ. NO. | BUY |
|----------|----------|----------|--------|--------------------------|----------|-----|
| 86/01/93 | 2003 | PKG-2000 | NAPC-1 | NORTH AMERICAN PACKAGING | 1 | |

F9 to page forward
 SYSTEM MESSAGE: END OF FILE REACHED

Fig.5-9. P.O./Req Hold File Listing Screen

As you can see, Order Number 2003 has been stored in the Hold File.

The SYSTEM MESSAGE displays:

END OF FILE REACHED

If there had been more orders in the Hold File you could have used the F9 key to page forward and F10 key to page back through the file.

The F9 and F10 keys are consistently used to page forward and page back in any submodule of the system. This is also true in each of the P.O. WRITER PLUS Modules (Receiving, Inventory, Vendor Performance, and Accounts Payable Interface).

- To return to the Main Menu, press Esc 3 times

2-5. Using The Hold File

Tutorial

Say that you also want to add the Requisitioner's name to Purchase Order Number 2003. This can be done directly from the P.O. Create Screen.

- To select P.O. CREATE, type 1 [ENTER]

The Purchase Order Creation Selection Screen displays.

- To move the cursor to the ENTER P.O. NUMBER OR REQUISITION NUMBER field, press TAB twice
- Type 2003 [ENTER]

Order Number 2003 is retrieved from the Hold File.

The system will automatically bring in the order and display the Purchase Order Creation Screen as shown below.

```

DATE:06/01/93 CO.:
VENDOR NORTH AMERICAN PACKAGING SHIP TO OUR COMPANY HERE
INAPC-1 JCORPORATION [1] OUR DIVISION OR LOCATION
          9845 AMERICAN WAY AVE. OUR STREET HERE
          ST. LOUIS MO 65678 OUR CITY HERE OS 12345
MM NOTE MM [ ]
ORDER TYPE[ ] BILL TO[ ] TAX-1[ ] TERMS 2/10 NET 30
SHIP VIA [ ] REFER.#[PKG-2000] TAX-2[ ] ACCOUNT # G/L 1234567890
P.O.B. [OP] REQ.# [1467] DEPT [105] USER-DEFINED-5
CONFIRM [Y] REQ. ID[1] JDUE [061593] USER-DEFINED-6

```

| ITEM NUMBER | DESCRIPTION | UNIT | QUANTITY | PRICE | TOTAL |
|-------------|---------------------|------|----------|--------|-------|
| 001 | CARTON 12 X 12 X 12 | EA | | 0.7800 | 0.00 |
| | WHITE KRAFT | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |

```

BUYER [ ] AUTHORIZATION [ ] SPECIAL INSTR. [ ] P.O. TOTAL: 0.00
FUNCTION [ ] SYSTEM MESSAGE:

```

Fig 5-10. P.O. Retrieved From Hold File

Using the TAB and Function Keys, add the following information to complete this order.

- To move the cursor into the DATE field and change the date to yesterday's date press UP ARROW
- Type a REQ. ID of F.LEWIS
- To add this REQ. ID, press F8

The REQUISITIONER MASTER Screen displays.

- Complete the screen as shown below:

```

REQUISITIONER MASTER
=====
REQUISITIONER CODE  [F.LEWIS  ]
NAME                [F.LEWIS  ]
DEPARTMENT          [F.LEWIS  ]

=====
F2 to delete a record
F9 - Next code  F10 - Previous code  Shift-F4 - View codes
=====
  
```

Fig.5-11. Adding A Requisitioner

- Press Esc
- To highlight SAVE AND EXIT, press TAB
- Press [ENTER]

2-5. Using The Hold File

Tutorial

- Type a DUE DATE of 061593
- Add a QUANTITY of 2000
- Type a PRICE PER UNIT of .25
- To CHECK your order press [ENTER]

Your order looks as follows:

```

DATE:06/01/93 CD:1
VENDOR NORTH AMERICAN PACKAGING SHIP TO OUR COMPANY HERE
ENAPC-1 CORPORATION [1] OUR DIVISION OR LOCATION
          9845 AMERICAN WAY AVE. OUR STREET HERE
          ST. LOUIS MO 45678 OUR CITY HERE OS 12345
** NOTE ** [
ORDER TYPE[N] BILL TO[1] TAX-1[N] TERMS 2/10 NET 30
SHIP VIA [T] REFER.#[PKG-2000] TAX-2[ ] ACCOUNT # G/L 1234567890
F.O.B. [OP] REQ.# [1467] DEPT [105] USER-DEFINED-5
CONFIRM [V] REQ. IDC# LEWIS DUE [061593] USER-DEFINED-6

```

| LINE | ITEMS | NUMBER | DESCRIPTION | QUANTITY | PRICE | TOTAL |
|------|-------|--------|---------------------|----------|--------|--------|
| 001 | 11000 | | CARTON 12 X 12 X 12 | 2000 | 0.2500 | 500.00 |
| | | | WHITE KRAFT | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |

```

BUYER [ ] AUTHORIZATION [ ] SPECIAL INSTR. [ ] P.O. TOTAL: 500.00
REVISION [ ] SYSTEM MESSAGE:

```

Fig. 5-12. P.O. 2003 Completed

NOTE: *If you are using the Hold File to store requisitions, you can change the Requisition Number (2003) to a P.O. Number and then complete the Purchase Order.*

As you will recall, the valid FUNCTION types in the P.O. Creation Submodule are P (print), U (update), S (spool), and H (hold), and V (view).

In this example you will use the U Function. Again, the UPDATE selection will write the order to the Purchase Order History Files.

This Function type might be used if you decide to key historical information into your P.O. History File or if you also want to store data regarding verbal orders.

Orders that are stored in the P.O. History File can be printed at a later date through the Reprint Submodule (explained in a later lesson).

- To move the cursor into the FUNCTION field, press F4
- Type U [ENTER]

The SYSTEM MESSAGE displays:

PURCHASE ORDER ADDED - PRESS ESC

The order is placed in the Purchase Order History File.

Major Points To Remember

- ☐ A Master File can be added from the Purchase Order Creation Submodule by pressing F8 in the appropriate field.
- ☐ There are two types of information contained on a Purchase Order: header information and body information.
- ☐ Purchase requisitions and partially completed orders can be sent to the Hold File from the Purchase Order Creation Submodule (only). (Refer to ten major points about the Hold File in this lesson.)
- ☐ Orders in the Hold File can be reviewed through use of the File Listings Submodule. Orders contained in the Hold File can be batch printed or reviewed in hard copy form (hard copy reports will be discussed in a later lesson).
- ☐ The system will automatically display the "DOS DATE" in the date field on the P.O. Creation Screen. This date can be changed by using the UP ARROW key to move into the date field from the P.O. Number field.

6. Purchase Order Reprint

Comments

There may be times when you want to review an order on the monitor or may simply need a copy of a Purchase Order that has already been placed in the Purchase Order History File. The Purchase Order Reprint Submodule will allow you to review or reprint an order from the P.O. History File regardless of the Order Type.

P.O. WRITER PLUS allows you to reprint or review an order that exists in the Purchase Order History File without affecting the status of the order.

2-6. Purchase Order Reprint*Tutorial*

If you have not already done so, use the Esc key to return to the Main Menu.

Complete the following to access the P.O. REPRINT Submodule.

- In the YOUR SELECTION field, type 3 [ENTER]

The Purchase Order Reprint Screen displays.

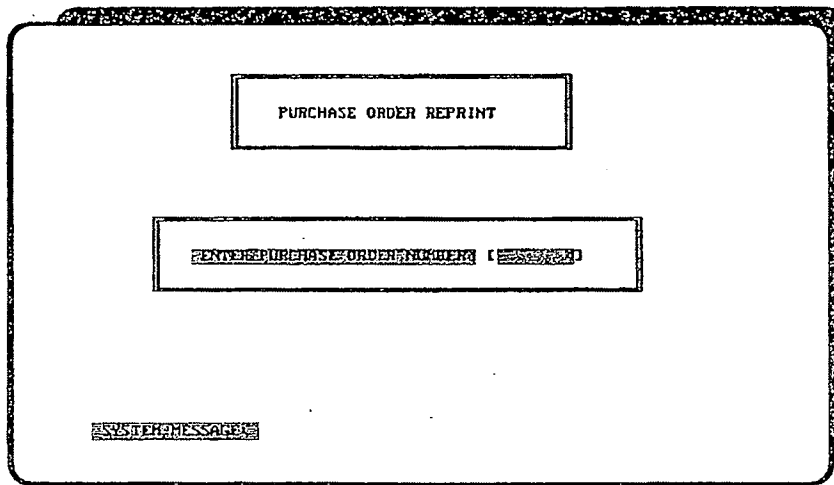


Fig.6-1. P.O. Reprint Screen

2-6. Purchase Order Reprint

Tutorial

Purchase Order Number 2003 looks as follows:

| ** PURCHASE ORDER ** | | | | | |
|--|-------------|------------------------------------|-----|------------------------|-----------|
| P.O. NUMBER: 2003 | | | | | |
| DATE: 06/01/93 | | | | | |
| PAGE NO: 1 | | | | | |
| ORDER TYPE: NEW | | | | | |
| VENDOR NO: NAFPC-1 | | SHIP VIA: TRUCK | | F.O.B.: OUR PLANT | |
| VEND: NORTH AMERICAN PACKAGING CORPORATION | | SHIP TO: OUR COMPANY HERE | | | |
| 9045 AMERICAN WAY AVE. | | OUR DIVISION OR LOCATION | | | |
| SUITE 3 | | OUR STREET HERE | | | |
| ST. LOUIS | | MO 45678 | | OUR CITY HERE OS 12345 | |
| USA | | USA | | | |
| NOTE: | | | | | |
| TERMS: 2/10 NET 30 | | TAX-1: NO | | B | |
| ACCT: G/L 1234567890 | | TAX-2: | | L | |
| DEPT: 105 | | DUE DATE: 06/15/93 | | L | |
| REF #: PKG-2000 | | CONFIRM: YES | | O | |
| OUR COMPANY NAME | | | | | |
| OUR DIVISION NAME HERE | | | | | |
| OUR STREET ADDRESS | | | | | |
| OUR TOWN OS 12345 | | | | | |
| USA | | | | | |
| LW | ITEM NUMBER | DESCRIPTION | U/M | QUANTITY | PRICE PER |
| 001 | A1000 | CARTON 12 X 12 X 12 WHITE KRAFT | EA | 2000 | .2500 |
| REQUISITIONER: F.LEWIS | | REQ. NO: 1467 | | PAGE TOTAL 500.00 | |
| SPECIAL INSTRUCTIONS: | | | | P.O. TOTAL 500.00 | |
| BUYER: | | AUTHORIZATION: | | | |
| X _____ | | X _____ | | | |

Fig.6-3. Reprint Of P.O. 2003

Major Points To Remember

- ☐ The Purchase Order Reprint Submodule of **P.O. WRITER PLUS** allows you to review or reprint an order which exists in the **P.O. History File**.
- ☐ The **F9** and **F10** keys can be used to page forward and page back through an order.
- ☐ The only valid **FUNCTION** types in this submodule are **P** (print) and **S** (spool).

7. Buying Material Without Item Numbers

Comments

Some of the items that you may buy using **P.O. WRITER PLUS** will not have an Item (or Part) Number. Other items may be spot buys and you simply do not want to add the item into the Item Master File. Regardless of the situation, **P.O. WRITER PLUS** will allow you to purchase material without using a valid Item Number.

The following lesson will teach you how to use the **ASTERISK FEATURE** in **P.O. WRITER PLUS**.

2-7. Buying Material Without Item Numbers

Tutorial

If you have not already done so, use the Esc key to return to the P.O. WRITER PLUS Main Menu.

The Asterisk Feature in P.O. WRITER PLUS can be used in the Purchase Order Creation and Purchase Order Amendment Submodules. For example purposes, you will be working in the P.O. Creation Submodule during this lesson. (The Amendment Submodule will be discussed in a later lesson.)

- To select P.O. CREATE, type 1 [ENTER]
- Enter *OAK DESK as shown below in the ENTER ITEM NUMBER field.

The screenshot shows a terminal window titled "PURCHASE ORDER CREATION". Below the title is a line of text: "*****ONLY ONE ENTER PRESS*****". The main area contains a table with three rows and three columns. The first column contains labels for input fields, the second column shows the input being made, and the third column provides instructions.

| | | |
|---|-------------|--|
| ENTER ITEM NUMBER | [*OAK DESK] | Enter a valid Item Number to display the History Card or use asterisk (*) feature. |
| SIMILAR TO P.O. NUMBER | [] | Enter P.O. Number. System will retrieve and display order from P.O. HISTORY File. |
| ENTER P.O. NUMBER or REQUISITION NUMBER | [] | Enter P.O. / Requisition Number. System will retrieve P.O. / Requisition from the HOLD File. |

Below the table, there are two lines of text: "PRESS F4 - TO DISPLAY ITEM MASTER or HOLD FILE" and "F8 - TO ADD AN ITEM TO THE ITEM MASTER FILE". At the bottom left, it says "SYSTEM MESSAGE".

Fig.7-1. P.O. Creation With An Asterisk Item

- To display the Purchase Order Creation Screen, press [ENTER]

NOTE: When an **ASTERISK ITEM** is typed in the **ENTER ITEM NUMBER** field on the Purchase Order Selection Screen, the P.O. History Card is not displayed.

When an asterisk is the first character in the Item Number field, the system does not validate the item against the Item Master File. Additional characters can follow the "*" (such as "OAK DESK") in our lesson example.

Complete your screen as shown below. Remember that you can CHECK your order at any time by leaving the FUNCTION field blank and pressing [ENTER]

```

DATE:06/01/93 CO.: 1 OUR COMPANY NAME AND ADDRESS [2804 ] PAGE 1
VENDOR BEST BUY SUPPLY SHIP TO OUR COMPANY HERE
[12345 BARROW BOX DISCOUNT C1 ] OUR DIVISION OR LOCATION
        692 HANOVER ST. OUR STREET HERE
        CLEVELAND OH 44112 OUR CITY HERE OS 12345
MM NOTE MM LATTIN: SALES DEPT.
ORDER TYPE:INJ BILL TO[C1 ] TAX-1[C] TERMS NET DUE 30
SHIP VIA [C] REFER.#[FURN-001] TAX-Z[C ] ACCOUNT # G/L 1234567890
F.O.B. [OFP REQ.# [73020 ] DEPT [105 ] USER-DEFINED-5
CONFIRM [C] REQ. ID[C1 ]DUE [06/5/93] USER-DEFINED-6

```

| ITEM | DESCRIPTION | QUANTITY | PRICE | TOTALS |
|---|---|----------|---|---|
| 001 | OAK DESK THIS SPACE CAN BE USED TO DESCRIBE THE DESK THAT YOU ARE ORDERING. | 1 | 2499.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 | 2499.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 |
| BUYER [1] AUTHORIZATION [1] SPECIAL INSTR. [1] P.O. TOTAL: | | | | 2499.00 |
| FUNCTION: [0] SYSTEM MESSAGE: | | | | |

Check to make sure that your printer is on.

- To move the cursor to the FUNCTION field, press **F4**
- Type **P [ENTER]**
- To print Purchase Order Number 2004, press **[ENTER]**

2-7. Buying Material Without Item Numbers

Tutorial

Your Purchase Order Number 2004 looks as follows:

Notice that the Buying Company is printed on the top of the Purchase Order.

| OUR COMPANY NAME AND DIVISION PRINT HERE OUR STREET ADDRESS PRINTS HERE OUR CITY HERE ST 12345 USA | | ** PURCHASE ORDER ** | | | | | | | | | | | | | |
|---|-------------|---|-----|----------|-------------|-------------|-----|----------|-----------|-----|-----------|---|--|---|-----------|
| | | P.O. NUMBER: 2004 | | | | | | | | | | | | | |
| | | DATE: 06/01/93 | | | | | | | | | | | | | |
| | | PAGE NO: 1 | | | | | | | | | | | | | |
| | | ORDER TYPE: NEW | | | | | | | | | | | | | |
| VENDOR NO: 12345 | | SHIP VIA: TRUCK | | | | | | | | | | | | | |
| | | F.O.B.: OUR PLANT | | | | | | | | | | | | | |
| VEND: BEST BUY SUPPLY | | SHIP TO: OUR COMPANY HERE | | | | | | | | | | | | | |
| BROWN BOX DIVISION | | OUR DIVISION OR LOCATION | | | | | | | | | | | | | |
| 692 HANOVER ST. | | OUR STREET HERE | | | | | | | | | | | | | |
| CLEVELAND OH 44112 | | OUR CITY HERE OS 12345 | | | | | | | | | | | | | |
| US | | USA | | | | | | | | | | | | | |
| NOTE: ATTN: SALES DEPT. | | | | | | | | | | | | | | | |
| TERMS: NET 30 | | TAX-1: YES [B] | | | | | | | | | | | | | |
| ACCT: G/L 1234567890 | | TAX-2: [L] | | | | | | | | | | | | | |
| DEPT: 105 | | DUE DATE: 06/15/93 | | | | | | | | | | | | | |
| REF #: FURN-001 | | CONFIRM: YES [O] | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>LN</th> <th>ITEM NUMBER</th> <th>DESCRIPTION</th> <th>U/M</th> <th>QUANTITY</th> <th>PRICE PER</th> </tr> </thead> <tbody> <tr> <td>001</td> <td>*OAK DESK</td> <td>THIS SPACE CAN BE USED TO DESCRIBE THE DESK THAT YOU ARE ORDERING.</td> <td></td> <td>1</td> <td>2499.0000</td> </tr> </tbody> </table> | | | | LN | ITEM NUMBER | DESCRIPTION | U/M | QUANTITY | PRICE PER | 001 | *OAK DESK | THIS SPACE CAN BE USED TO DESCRIBE THE DESK THAT YOU ARE ORDERING. | | 1 | 2499.0000 |
| LN | ITEM NUMBER | DESCRIPTION | U/M | QUANTITY | PRICE PER | | | | | | | | | | |
| 001 | *OAK DESK | THIS SPACE CAN BE USED TO DESCRIBE THE DESK THAT YOU ARE ORDERING. | | 1 | 2499.0000 | | | | | | | | | | |
| REQUISITIONER: SUE WARNER | | REQ. NO: 73828 | | | | | | | | | | | | | |
| | | PAGE TOTAL 2499.00 | | | | | | | | | | | | | |
| SPECIAL INSTRUCTIONS: ALL MATERIAL MUST BE INSPECTED. | | TAX 5.2500% 131.20 | | | | | | | | | | | | | |
| SEND INVOICES TO ACCTS. | | P.O. TOTAL 2630.20 | | | | | | | | | | | | | |
| PAYABLE IN TRIPLICATE. | | | | | | | | | | | | | | | |
| BUYER: ED SWYDER | | AUTHORIZATION: BOB THOMPSON | | | | | | | | | | | | | |
| X _____ | | X _____ | | | | | | | | | | | | | |

Fig.7-3. Printed Copy Of P.O. 2004

Major Points To Remember

- ☐ The "*" (as the first character in the Item Number field) indicates to the system that you are going to buy an item that does not exist in the Item Master File. This feature allows you to purchase items that do not have Item Numbers.
- ☐ You can use up to 199 lines of description to describe an "*" item. (Text files can also be used to further describe asterisk items. The Text File Interface feature of P.O. WRITER PLUS is described in a later lesson.)

Although not specifically demonstrated in this lesson:

- ☐ "*" items can be added to any order (New, Blanket, Contract, Quote, Release, Amendment).
- ☐ "*" items can be "mixed" with standard Item Number purchases on any order.
- ☐ You can create orders with multiple "*" items on the order.
- ☐ "*" item orders are stored in the P.O. History File in the same way that any other order is stored.
- ☐ "*" items are passed to the Open Purchase Order File (if you are using the Receiving Module) in the same way that standard Item Number material information is passed.
- ☐ "*" item management summary information appears on the Dollars Purchased by Item Report (see Reports Submodule information).
- ☐ "*" items appear on Price Analysis Reports. This provides P.O. History for "*" items.

8. Entering Multiple Items On An Order

Comments

Since a typical Purchase Order contains more than one line item, you will need to learn how to add multiple line items on an order. As you learned in the previous lesson, you can mix asterisk ("*") items and items with valid Item Numbers on any type of order. In this lesson, however, you will be creating a Purchase Order for two items. Each item will have a valid Item Number.

In this lesson you will also learn that P.O. WRITER PLUS allows you to enter an adjustment (positive or negative) on an order.

2-8. Entering Multiple Items On An Order

Tutorial

In this lesson you are going to create a Purchase Order for Item Numbers A1000 and A2000. Since Item Number A2000 has not been added to the Item Master File, complete the steps below to add the record.

Return to the Main Menu if you have not already done so.

- To select P.O. CREATE, press **1** **[ENTER]**

The P.O. Creation Selection Screen displays.

- In the ENTER ITEM NUMBER field, type **A1000**
- To display the P.O. History Card for Item Number A1000, press **[ENTER]**
- In the VENDOR NUMBER FIELD, type **12345** **[ENTER]**

The P.O. Creation Screen displays.

- Using your **TAB** and **FUNCTION KEYS**, complete your screen so that it looks like the screen shown on the top of the following page. (Press **F1** to refer to your HELP Screen if necessary.)

Tutorial

2-8. Entering Multiple Items On An Order

DATE: 06/01/93 CO.:
 VENDOR: BEST BUY SUPPLY
 (12345) BROWN BOX DIVISION
 692 HANOVER ST.
 CLEVELAND OH 44112

SHIP TO OUR COMPANY HERE
 (1) OUR DIVISION OR LOCATION
 OUR STREET HERE
 OUR CITY HERE OS 12345

MM NOTE MM ATTENTION: SALES DEPARTMENT
 ORDER TYPE: (N) BILL TO: (1) TAX: (1)N
 SHIP VIA: (J) REFER: (PKG-1000) TAX: (2)N
 F.O.B. (OL) REQ: (165783) DEPT: (ACCT.) USER-DEFINED-5
 CONFIRM (Y) REQ. IDC: (1) DUE: (061593) USER-DEFINED-6

| ITEM NUMBER | DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|-------------|---------------------|----------|------------|---------|
| 001 | CARTON 12 X 12 X 12 | 2000 | 0.7800 | 1560.00 |
| | WHITE KRAFT | | 0.0000 | 0.00 |
| | THIS IS ADDITIONAL | | 0.0000 | 0.00 |
| | INFORMATION TO DES- | | 0.0000 | 0.00 |
| | CRIBE ITEM NUMBER | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |

BUYER (1) AUTHORIZATION (1) SPECIAL INSTR. (1) P.O. TOTAL: 1560.00
 REFLECTION (1) SYSTEM MESSAGE:

Fig.8-1. Multiple Items On A Purchase Order

- To CHECK your order, press [ENTER]
- To move the cursor to the ITEM NUMBER field, press F2 seven times, then TAB
- To display the Item Master File Screen, press F8

2-8. Entering Multiple Items On An Order

Tutorial

- Type the information shown below

| | | |
|---|--|--------------------------|
| ITEM NUMBER | | (A2000) |
| DESCRIPTION #1 | | (CARTON 18" X 18" X 18") |
| DESCRIPTION #2 | | (18" (STD. WHITE)) |
| UNIT OF MEASURE | | (EA) |
| STANDARD COST | | (0.2300) |
| CURRENCY | | (US DOLLAR) |
| PRICING U/M | | (EA) |
| PRICE FACTOR | | (0.0000) |
| LEAD TIME | | (5) |
| COMMODITY | | (PACKAGE) |
| CATALOG ID | | (BEST BUY) |
| STATUS | | (A) |
| TAX-1 | | (N) |
| TAX-2 | | () |
| LAST ACCESS DATE (/ /) | | |
| ADDITIONAL DATA » | | |
| F1 = Help F2 = Delete F3/F10 = Next/previous item Shift-F4 = View items | | |
| F4 = View/update extended description/user data/inventory data | | |
| TRANSACTION COMPLETED - RECORD DISPLAYED | | |

Fig.8-2. Adding An Item Master From P.O. Create

- To add the record to the Item Master, press Esc
- Highlight SAVE AND EXIT and press [ENTER]

Tutorial

2-8. Entering Multiple Items On An Order

- Using your TAB, [ENTER], and FUNCTION KEYS, complete your screen so that it looks like the screen shown below.

```

DATE: 06/01/93 CO. 1
VENDOR BEST BUY SUPPLY
(12345) BROWN BOX DIVISION
        692 HANOVER ST.
        CLEVELAND OH 44112
SHIP TO OUR COMPANY HERE
(1) OUR DIVISION OR LOCATION
    OUR STREET HERE
    OUR CITY HERE OS 12345
** NOTE ** (ATTENTION: SALES DEPARTMENT)
ORDER TYPE(1) BILL TO(1) TAX-1(1)
SHIP VIA (1) REFER.#(PKG-1888) TAX-Z(1)
F.O.B. (01) REQ.# (65783) DEPT (ACCT. (1)
CONFIRM (1) REQ. 1DC1 DDUE (861593)
TERMS NET 30
ACCOUNT # G/L 1234567898
USER-DEFINED-5
USER-DEFINED-6

```

| ITEM NUMBER | DESCRIPTION | U/M | QUANTITY | PRICE | TOTAL |
|-------------|---------------------|-----|----------|--------|---------|
| 001 A1000 | CARTON 12 X 12 X 12 | EA | 2000 | 0.7500 | 1500.00 |
| | WHITE KRAFT | | | 0.0000 | 0.00 |
| | THIS IS ADDITIONAL | | | 0.0000 | 0.00 |
| | INFORMATION TO DES- | | | 0.0000 | 0.00 |
| | CRIBE ITEM NUMBER | | | 0.0000 | 0.00 |
| | A1000 | | | 0.0000 | 0.00 |
| 002 A2000 | CARTON 18" X 18" X | EA | 500 | 2.3000 | 1150.00 |
| | 18" (STD. WHITE) | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |

```

BUYER (1) AUTHORIZATION (1) SPECIAL INSTR. (1) P.O. TOTAL: 1675.00
SYSTEM MESSAGE:

```

Fig.8-3. Creating P.O. 2005 With Multiple Items

When you press TAB to move the cursor from the ITEM NUMBER field, the system automatically brings the description and U/M in from the Item Master File. If Item Number A2000 had already been purchased using P.O. WRITER PLUS, the system would have brought in the latest description from one of the P.O. History Files (POLN.DAT). A description from the P.O. History File might be longer than the standard two lines of twenty characters that are available in the Item Master File.

2-8. Entering Multiple Items On An Order

Tutorial

Say that you want to include additional description for line number 002.

- Use the F5 and F6 keys to move the cursor within the description column. Add THIS IS ADDITIONAL INFORMATION FOR THIS as shown below.

| | | | | | |
|--|-------|--------------------------|----------|---------------------|---------|
| DATE: 06/01/93 CO.: | | SHIP TO OUR COMPANY NAME | | PAGE 1 | |
| VENDOR: BEST BUY SUPPLY | | OUR DIVISION OR LOCATION | | | |
| [12345] BROWN BOX DIVISION | | OUR STREET HERE | | | |
| 692 HANOVER ST. | | OUR CITY HERE | | OS 12345 | |
| CLEVELAND OH 44112 | | | | | |
| MM NOTE MM (ATTENTION: SALES DEPARTMENT | | | | | |
| ORDER TYPE: [N] BILL TO: [] TAX: [N] | | TERMS: NET 30 | | | |
| SHIP VIA: [J] REFER. # [PKG-1000] TAX: [Z] [] | | ACCOUNT # C/L 1234567890 | | | |
| F.O.B. [OL] REV. # [65783] DEPT [ACCT. [] | | USER-DEFINED-5 | | | |
| CONFIRM [CY] REV. ID: [] | | USER-DEFINED-6 | | | |
| DATE: 06/01/93 CO.: | | SHIP TO OUR COMPANY NAME | | PAGE 1 | |
| VENDOR: BEST BUY SUPPLY | | OUR DIVISION OR LOCATION | | | |
| [12345] BROWN BOX DIVISION | | OUR STREET HERE | | | |
| 692 HANOVER ST. | | OUR CITY HERE | | OS 12345 | |
| CLEVELAND OH 44112 | | | | | |
| MM NOTE MM (ATTENTION: SALES DEPARTMENT | | | | | |
| ORDER TYPE: [N] BILL TO: [] TAX: [N] | | TERMS: NET 30 | | | |
| SHIP VIA: [J] REFER. # [PKG-1000] TAX: [Z] [] | | ACCOUNT # C/L 1234567890 | | | |
| F.O.B. [OL] REV. # [65783] DEPT [ACCT. [] | | USER-DEFINED-5 | | | |
| CONFIRM [CY] REV. ID: [] | | USER-DEFINED-6 | | | |
| LINE | ITEM | DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
| 001 | A1000 | CARTON 12 X 12 X 12 | 2000 | 0.7800 | 1560.00 |
| | | WHITE KRAFT | | 0.0000 | 0.00 |
| | | THIS IS ADDITIONAL | | 0.0000 | 0.00 |
| | | INFORMATION TO DES- | | 0.0000 | 0.00 |
| | | CRIBE ITEM NUMBER | | 0.0000 | 0.00 |
| | | A1000. | | 0.0000 | 0.00 |
| 002 | A2000 | CARTON 18" X 18" X | 500 | 0.2300 | 115.00 |
| | | 18" (STD. WHITE) | | 0.0000 | 0.00 |
| | | THIS IS ADDITIONAL | | 0.0000 | 0.00 |
| | | INFORMATION FOR THIS | | 0.0000 | 0.00 |
| BUYER [] AUTHORIZATION [] SPECIAL INSTR. [] | | | | P.O. TOTAL: 1675.00 | |
| FUNCTION [] SYSTEM MESSAGE: | | | | | |

Fig.8-4. Adding Description On P.O. 2005

- To display your second P.O. Screen, press F9

Notice that the header information stays the same and the body of the order has been cleared for you. You have 20 screens to work with in the P.O. WRITER PLUS P.O. Create and Amendment Submodules.

- To move your cursor to the first line of description on this page, press F5
- Type ITEM ON THIS P.O.
- Press F5
- Type NUMBER 2005

Your screen looks as follows:

| | | | | | |
|--|-------------------|--------------------------|------------|--------------------------|--|
| DATE: 06/01/93 CO.: | | SHIP TO OUR COMPANY HERE | | PAGE 2 | |
| VENDOR BEST BUY SUPPLY | | OUR DIVISION OR LOCATION | | | |
| 112345 BROWN BOX DIVISION | | OUR STREET HERE | | | |
| 692 HAMOVER ST. | | OUR CITY HERE | | OS 12345 | |
| CLEVELAND OH 44112 | | | | | |
| MM NOTE MM ATTENTION: SALES DEPARTMENT | | TERMS NET 30 | | | |
| ORDER TYPE(M) BILL TO(1) | | TAX-1(1) | | | |
| SHIP VIA (1) REFER. # (PKG-1000) | | TAX-2(1) | | | |
| F.O.B. (01) REQ. # (65783) | | DEPT (ACCT.) | | ACCOUNT # G/L 1234567890 | |
| CONFIRM (Y) REQ. ID(1) | | JDUE (061593) | | USER-DEFINED-5 | |
| | | | | USER-DEFINED-6 | |
| ITEM | DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL | |
| 1 | ITEM ON THIS P.O. | | 0.0000 | 0.00 | |
| | NUMBER 2005 | | 0.0000 | 0.00 | |
| | | | 0.0000 | 0.00 | |
| | | | 0.0000 | 0.00 | |
| | | | 0.0000 | 0.00 | |
| | | | 0.0000 | 0.00 | |
| | | | 0.0000 | 0.00 | |
| | | | 0.0000 | 0.00 | |
| | | | 0.0000 | 0.00 | |
| | | | 0.0000 | 0.00 | |
| BUYER (1) AUTHORIZATION (1) SPECIAL INSTR. (1) P.O. TOTAL: | | | | 1675.00 | |
| DEFINITION (1) SYSTEM MESSAGE: | | | | | |

Fig.8-5. P.O. 2005 - Second Page

- To CHECK this page of your order, press [ENTER]
- To display page 1 of your order, press F10

2-8. Entering Multiple Items On An Order

Tutorial

Say that you have a \$50.00 credit due from Best-Buy Packaging Corporation.

You decide to reflect this credit on P.O. Number 2005.

P.O. WRITER PLUS allows you to reflect an Adjustment (positive or negative) through the use of the Adjustment Window. The adjustment can be either a percentage or fixed amount. This window can be accessed at any time during the order creation process.

- To display the Adjustment Window, press SHIFT-F5
- Using the TAB key to move from the dollars side of the Adjustment Field to cents, modify your Adjustment Window so that it looks as follows:

DATE: 08/01/93 CO.:

VENDOR: BEST BUY SUPPLY

12345 BROWN BOX DIVISION

692 HANOVER ST.

CLEVELAND OH 44112

SHIP TO OUR COMPANY HERE

NOTE: ATTENTION: SALES DEPARTMENT

ORDER TYPE: BILL TO: TAX-1CN

SHIP VIA: [J] REFER. # [PKG-1000] TAX-2C

F.O.B. [OL] REQ. # [65700] DEPT [A]

CONFIRM [Y] REQ. IDC1 DUE [0]

ENTER THE ADJUSTMENT AMOUNT TO BE APPLIED TO THIS P.O.

[-] [50.00]

ENTER THE ADJUSTMENT PERCENTAGE TO BE APPLIED TO THIS P.O.

[-] [0.000]

This adjustment will be used to calculate the total P.O. amount and will appear on the printed purchase order.

Press Esc to exit

BUYER [1] AUTHORIZATION [1] SPECIAL INSTR. [1] P.O. TOTAL: 1675.00

FUNCTIONS [] SYSTEM MESSAGE:

Fig. 8-6. Adjustment Window

- To close the Adjustment Window, press Esc

NOTE: The Adjustment Amount of \$50.00 is NOT reflected in the P.O. TOTAL field on the P.O. Creation Screen. It will be reflected in the total of the printed Purchase Order, or can be seen using the P.O. WRITER PLUS WYSIWYG feature (Function type V).

Tutorial

2-8. Entering Multiple Items On An Order

- To move the cursor to the FUNCTION field, press F4

Check to make sure that your printer is on.

- To print the P.O., type P [ENTER]

Your Multiple Item Purchase Order Number 2005 looks as follows:

| ** PURCHASE ORDER ** | | | | | |
|---|-------------|--|-----------------------------|----------------------------|--------------------|
| | | | P.O. NUMBER: 2005 | | |
| | | | DATE: 06/01/93 | | |
| | | | PAGE NO: 1 | | |
| | | | ORDER TYPE: NEW | | |
| VENDOR NO: 12345 | | SHIP VIA: JIM'S TRUCKING | | F.O.B.: OUR LOCATION | |
| VEND: BEST BUY SUPPLY | | SHIP TO: OUR COMPANY HERE | | | |
| BROWN BOX DIVISION | | OUR DIVISION OR LOCATION | | | |
| 692 HANOVER ST. | | OUR STREET HERE | | | |
| CLEVELAND | | OH 44112 | | OUR CITY HERE OS 12345 | |
| US | | USA | | | |
| NOTE: ATTENTION: SALES DEPARTMENT | | | | | |
| TERMS: NET 30 | | TAX-1: NO | | [B] | |
| | | | | [1] OUR COMPANY NAME | |
| ACCT: 6/L 1234567890 | | TAX-2: | | [L] OUR DIVISION NAME HERE | |
| | | | | [L] OUR STREET ADDRESS | |
| DEPT: 105 | | DUE DATE: 06/15/93 | | [7] OUR TOWN OS 12345 | |
| | | | | [7] USA | |
| REF #: PKG-1000 | | CONFIRM: YES | | [D] | |
| LN | ITEM NUMBER | DESCRIPTION | U/M | QUANTITY | PRICE PER |
| 001 | A1000 | CARTON 12 X 12 X 12 WHITE KRAFT SPECIFICATION FOR CARTON A1000: DOUBLE WALL CONSTRUCTION. "FRAGILE" IS TO BE PRINTED ON ALL SIDES. ALL ADDRESS INFORMATION TO BE PRINTED IN STANDARD BLACK. THIS IS ADDITIONAL INFORMATION TO DES- CRIBE ITEM NUMBER A1000 | EA | 2000 | .7800 |
| 002 | A2000 | CARTON 10" X 10" X 10" (STD. WHITE) THIS IS ADDITIONAL INFORMATION FOR THIS ITEM ON THIS P.O. NUMBER 2005 | EA | 500 | .2300 |
| REQUISITIONER: SUE WARNER | | | REQ. NO: 65783 | | PAGE TOTAL 1675.00 |
| SPECIAL INSTRUCTIONS: ALL MATERIAL MUST BE INSPECTED. SEND INVOICES TO ACCTS. PAYABLE IN TRIPLICATE. | | | ADJUSTMENT | | 50.00- |
| | | | P.O. TOTAL | | 1625.00 |
| BUYER: ED SNYDER | | | AUTHORIZATION: BOB THOMPSON | | |
| X _____ | | | X _____ | | |

Fig.8-7. Printed Copy of P.O. 2005

Major Points To Remember

- ☐ When an item has not been purchased before, the system will use the item's description from the Item Master File as the default. If the item has been purchased before (and the P.O. is still in the History File), then the system will display the item's description from the P.O. History File. This description may be longer than the standard forty characters used to describe an item in the Item Master File.
- ☐ There are 200 lines available to purchase material on in **P.O. WRITER PLUS**.
- ☐ The F9 and F10 keys are used to page forward and page back through an order.
- ☐ Each page of an order has to be **CHECKED** before the order can be processed.
- ☐ A positive or negative Adjustment can be added to an order at any time during the order creation process. This can be either a fixed amount or a percentage. Use **SHIFT-F5** to access the Adjustment Window.
- ☐ The Adjustment amount is not reflected in the P.O. **TOTAL** field on the Purchase Order Creation Screen. It is reflected in the total of the printed Purchase Order.

9. Request For Quote

Comments

A Request for Quote can be created using **P.O. WRITER PLUS**. In this lesson you will learn how to use the Quote (Q) Order Type in the Purchase Order Creation Submodule of the system.

Creating a Request for Quote (RFQ) using **P.O. WRITER PLUS** is very similar to creating any other type of order in the system.

If you have not already, return to the **P.O. WRITER PLUS** Main Menu.

- To display the P.O. Creation Selection Screen, press **1 [ENTER]**

An RFQ can be initiated by entering an Item Number, a Similar To Order Number, or by retrieving an order from the Hold File. In this lesson you will create your first RFQ by entering an Item Number.

- In the ENTER ITEM NUMBER field, type **A1000 [ENTER]**

The History Card displays.

As you can see by reviewing the History Card, the only type of Orders created to date for Item Number A1000 have been N (new) orders.

- In the ENTER VENDOR NUMBER field, type **12345 [ENTER]**

The system displays the P.O. Creation Screen and includes information about the last time you purchased Item Number A1000 from Vendor Number 12345.

Tutorial

2-9. Request For Quote

- Type P [ENTER]

The Request For Quote prints as shown below.

| *** REQUEST FOR QUOTE *** | | | | | |
|---|-------------|--|-----|----------------------|-----------|
| R.F.Q. NO.: 00000001 | | | | | |
| DATE: 06/07/93 | | | | | |
| PAGE NO: 1 | | | | | |
| ORDER TYPE: QUOTE | | | | | |
| VENDOR NO: 12345 | | SHIP VIA: JIM'S TRUCKING | | F.O.B.: OUR LOCATION | |
| VEND: BEST BUY SUPPLY | | SHIP TO: OUR COMPANY HERE | | | |
| BROWN BOX DIVISION | | OUR DIVISION OR LOCATION | | | |
| 692 BAHAMON ST. | | OUR STREET HERE | | | |
| CLEVELAND OH 44112 | | OUR CITY HERE | | OS 12345 | |
| US | | USA | | | |
| NOTE: ****REQUEST FOR QUOTE**** | | | | | |
| TERMS: NET 30 | | TAX-1: NO | | B | |
| ACCT: G/L 1234567890 | | TAX-2: | | L | |
| DEPT: 105 | | DUE DATE: 06/15/93 | | L | |
| REF #: PKG-1000 | | CONFIRM: YES | | T | |
| | | | | O | |
| LN | ITEM NUMBER | DESCRIPTION | U/M | QUANTITY | PRICE PER |
| 001 | A1000 | CARTON 12 X 12 X 12 WHITE KRAFT SPECIFICATION FOR CARTON A1000: DOUBLE WALL CONSTRUCTION. "FRAGILE" IS TO BE PRINTED ON ALL SIDES. ALL ADDRESS INFORMATION TO BE PRINTED IN STANDARD BLACK. THIS IS ADDITIONAL INFORMATION TO DES- CRIBE ITEM NUMBER A1000 | EA | 2000 | |
| REQUISITIONER: SUE WARNER | | REQ. NO: 65783 | | PAGE TOTAL | |
| SPECIAL INSTRUCTIONS: ALL MATERIAL MUST BE INSPECTED. SEND INVOICES TO ACCTS. PAYABLE IN TRIPLICATE. | | | | R.F.Q. TOTAL | |
| BUYER: ED SNYDER | | AUTHORIZATION: BOB THOMPSON | | | |
| X _____ | | X _____ | | | |

Fig.9-2. Printed Copy of Request For Quote

ADDITIONAL NOTES

Multiple items can be added to an RFQ in the same way that you would add multiple line items on any order.

RFQs can be placed in the Hold File like any other type of order by pressing **F4** and entering an **H** (hold).

RFQs can be modified through the Amendment Submodule (where you want to add the Vendor's quoted price to the order). The Order Type will remain **Q**.

RFQs can easily be converted into Purchase Orders by using the Similar To selection on the P.O. Creation Selection Screen. If you have amended the RFQ to include the Vendor's response (price, terms, etc.), you will note that these changes will be included when the order is retrieved from the History File.

- To display the P.O. Creation Selection Screen, press Esc
- Type A1000 [ENTER]

The History Card displays as shown below.

```

RFQ ORDER HISTORY
ORDER NUMBER: [A1000]      DESCRIPTION: [CARTON 12 X 12 X 12 ]
                               [WHITE KRAFT ]
STD. COST [ 0.7800] PRICE FACTOR [ 0.0000] U/M [EA ]
CURRENCY [USD] COMMODITY [PACKAGE ] LEAD TIME [ 3 ]
                               CATALOGUE [BEST BUY ]

SIGNATURE OF PURCHASER: _____
DATE OF ORDER: _____ VENDOR NAME: _____

0601930 2001 00012345 BEST BUY SUPPLY 1000 EA .7800
0601930 2002 00012345 BEST BUY SUPPLY 2000 EA .7800
0601930 2003 000NAPC-1 NORTH AMERICAN PACKAGI 2000 EA .2500
0601930 2005 00012345 BEST BUY SUPPLY 2000 EA .7800
0601930 00000001 00012345 BEST BUY SUPPLY 2000 EA .

PRESS: Shift-F4 to view Vendor File
        FB to add Vendor to Master File

ENTER VENDOR NUMBER: [ ]
SYSTEM MESSAGE:

```

Fig. 9-3. History Card With RFQ Order

Notice above that RFQ Order Number Q0000001 is now displayed on your History Card and that the Order Type shown is Q (quote). Also, the price per unit column is blank.

If you were to amend this order now to include the new price from Vendor Number NAPC-1, you would see the new price displayed in the price per unit column the next time you reviewed this screen.

Major Points To Remember

- ☐ A Request for Quote is created in the P.O. Creation Submodule of P.O. WRITER PLUS.
- ☐ The Order Type Q is used to create a Request for Quote
- ☐ The system will NOT force a PRICE PER UNIT if an Order Type Q is used.
- ☐ Multiple line items can be added to an RFQ.
- ☐ RFQs can easily be created for multiple vendors by simply changing the Order Number and the Vendor Number in their respective fields.
- ☐ A vendor's response can be added to an RFQ through the Amendment Submodule (discussed later).
- ☐ An RFQ can easily be converted into a Purchase Order by using the Similar To feature in P.O. WRITER PLUS.
- ☐ RFQs can be added to the Hold File and completed at a later time.
- ☐ An Order Type Q will be displayed on an item's History Card after the RFQ is printed.

10. Using The "Similar To" Feature

Comments

The P.O. WRITER PLUS "Similar To" feature allows you to extract a previously created Purchase Order from the P.O. History Files. This P.O. can then be used as a "template" for creating a new Purchase Order. This allows you to make the minor changes to create the new P.O., without having to start from "scratch".

In this lesson, you will be using the "Similar To" feature to create a new Purchase Order.

Also, you will be adding this Purchase Order to the History Files by using the S (Spool) Function type. This Function type allows you to "batch print" your P.O's. This will be detailed in a following lesson.

NOTE: A "Similar To" Purchase Order can have 0 as a valid entry in the QTY. field. This allows you to use a P.O. as a template without having to remove items from the new order.

For this example, you will be creating a new P.O. similar to Purchase Order 2001, created in an earlier lesson.

If you have not already done so, return to the P.O. WRITER PLUS Main Menu.

- To select P.O. CREATE, type 1 [ENTER]
- To move the cursor to the SIMILAR TO P.O. NUMBER field, press TAB
- Type 2001 [ENTER]

An exact replica of P.O. 2001 displays.

DATE: 06/01/93 CO.:
 VENDOR: BEST BUY SUPPLY
 [12345] BROWN BOX DIVISION
 692 HANOVER ST.
 CLEVELAND OH 44112
 SHIP TO OUR COMPANY HERE
 [1] OUR DIVISION OR LOCATION
 OUR STREET HERE
 OUR CITY HERE OS 12345
 MM NOTE MM [CONFIRMING TO MARY SMITH
 ORDER TYPE: [N] BILL TO: [1] TAX-1: [N] TERMS NET 30
 SHIP VIA [U] REFER. # [PKG-1000] TAX-2: [] ACCOUNT # G/L 1234567890
 F.O.B. [OP] REQ. # [65783] DEPT [105] USER-DEFINED-5
 CONFIRM [V] REQ. ID: [] USER-DEFINED-6

| ITEM | ITEM NUMBER | DESCRIPTION | UNIT | QUANTITY | PRICE | TOTAL |
|------|-------------|---------------------|------|----------|--------|--------|
| 001 | A1000 | CARTON 12 X 12 X 12 | EA | 1000 | 0.7000 | 700.00 |
| | | WHITE KRAFT | | | 0.0000 | 0.00 |
| | | THIS IS ADDITIONAL | | | 0.0000 | 0.00 |
| | | INFORMATION TO DES- | | | 0.0000 | 0.00 |
| | | CRIBE ITEM NUMBER | | | 0.0000 | 0.00 |
| | | A1000 | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |

BUYER [1] AUTHORIZATION [1] SPECIAL INSTR. [1] P.O. TOTAL: 700.00
 [FUNCTION] [1] SYSTEM MESSAGE:

Fig 10-1. P.O. 2001, To Be Used As A Template

By assigning a new P.O. Number, and making the necessary changes, a new P.O. will be created for Item A1000.

- Your Purchase Order Creation screen looks as shown below.

Fig.10-2. P.O. 2007, Created Using "Similar To"

- P.O. Number 2007 is now added to both the P.O. History Files, and the Spool File.

Major Points To Remember

- ☐ The P.O. WRITER PLUS "Similar To" feature allows you to extract a previously created Purchase Order to be used as a "template" for creating a new Purchase Order. This allows you to make the minor changes to create the new P.O., without having to start from "scratch".
- ☐ The Spool File is used when you wish to create a P.O., but not print it immediately. The Spool File allows you to print a number of P.O.'s at one time using the P.O. WRITER PLUS Batch Print Feature.
- ☐ In Version 9.0 and above, a "Similar To" Purchase Order can have 0 as a valid entry in the QTY. field. This allows you to use a P.O. as a template without having to remove items from the new order.

11. Batch Printing Orders

Comments

P.O. WRITER PLUS allows you to print orders as you create them, or you can print them in batch mode.

In the previous lesson you learned that by placing an S (spool) in the FUNCTION field on the P.O. Creation Screen the system would place a copy of the order in the P.O. History AND Spool Files.

In the following lesson you will learn how to batch print those orders that have been "spooled".

If you have not already done so, return to the P.O. WRITER PLUS Main Menu.

In the previous lesson you used the FUNCTION S to place Purchase Order Number 2007 in the Spool File (PRIDAT).

- To select BATCH PRINT, type 8 [ENTER]

The system displays the following screen.

P.O. WRITER PLUS

PRINTS

(1) PURCHASE ORDERS

(2) ALL REQUISITIONS/P.O.'s IN HOLD FILE

(3) SELECTED REQUISITIONS/P.O.'s IN HOLD FILE

(4) VENDOR LABELS

(5) VENDOR ROLODEX CARDS

(6) REPORT FILES

REQUISITION SELECTION

Fig.11-1. Batch Print Menu

Complete the following steps to batch print P.O. Number 2007:

The entire contents of the spool file can be printed, or just a segment. To print a segment of the spool file, you would enter the number of the first P.O. that you would like to print. In this example, the entire contents will be printed.

- To select PURCHASE ORDERS, type 1 [ENTER]
- In the ALL P.O.'S IN SPOOL FILE field, type Y [ENTER]

The system displays the message:

MAKE SURE FORMS ARE ALIGNED PROPERLY IN PRINTER.
PRESS ANY KEY WHEN READY.

Align your forms (or paper).

- To begin printing, press ANY KEY

After the P.O.'s have printed, the system prompts:

DO YOU WANT TO SAVE THESE P.O.'S TO REPRINT

- If you wish to save the entire contents of the spool file to be reprinted, type Y [ENTER]
- To discard the contents of the spool file, type N [ENTER]

Your printed Purchase Order Number 2007 looks as follows:

| ** PURCHASE ORDER ** | | | | | |
|---|-------------|--|-----|------------------------|-----------|
| P.O. NUMBER: 2007 | | | | | |
| DATE: 06/01/93 | | | | | |
| PAGE NO: 1 | | | | | |
| ORDER TYPE: NEW | | | | | |
| VENDOR NO: 12345 | | SHIP VIA: UPS | | F.O.B.: OUR PLANT | |
| VEND: BEST BUY SUPPLY | | SHIP TO: OUR COMPANY HERE | | | |
| BROWN BOX DIVISION | | OUR DIVISION OR LOCATION | | | |
| 692 BAHOWER ST. | | OUR STREET HERE | | | |
| CLEVELAND | | OH 44112 | | OUR CITY HERE OS 12345 | |
| US | | USA | | | |
| NOTE: CONFIRMING TO MARY SMITH | | | | | |
| TERMS: NET 30 | | TAX-1: NO | | B | |
| ACCT: G/L 1234567890 | | TAX-2: | | L | |
| DEPT: 105 | | DUE DATE: 06/15/93 | | L | |
| REF #: PKG-1000 | | CONFIRM: YES | | Y | |
| | | | | 0 | |
| LW | ITEM NUMBER | DESCRIPTION | U/M | QUANTITY | PRICE PER |
| 001 | A1000 | CARTON 12 X 12 X 12 WHITE KRAFT SPECIFICATION FOR CARTON A1000: DOUBLE WALL CONSTRUCTION. "FRAGILE" IS TO BE PRINTED ON ALL SIDES. ALL ADDRESS INFORMATION TO BE PRINTED IN STANDARD BLACK. THIS IS ADDITIONAL INFORMATION TO DES- CRIBE ITEM NUMBER A1000 | EA | 500 | .7800 |
| REQUISITIONER: F.LEVIS | | REQ. NO: 65783 | | PAGE TOTAL 390.00 | |
| SPECIAL INSTRUCTIONS: ALL MATERIAL MUST BE INSPECTED. SEND INVOICES TO ACCTS. PAYABLE IN TRIPLICATE. | | P.O. TOTAL 390.00 | | | |
| BUYER: ED SNYDER | | AUTHORIZATION: BOB THOMPSON | | | |
| X _____ | | X _____ | | | |

Fig. 11-2. Printed Copy of P.O. 2007, From Spool File

The system automatically returns to the Main Menu when all orders contained in the Spool File (PRTDAT) have been sent to the printer.

Although not specifically demonstrated, the following points should also be noted:

- You can reprint a range of P.O.'s in the spool file (assuming you have elected to save the contents of the spool file).
- When the FUNCTION S (spool) is used, the system places a copy of your order in both the P.O. History AND Spool Files.
- Any Order Type (N,B,Q,R, C, S, L) can be spooled.
- Orders are printed in the same sequence that they were added to the Spool File (no sort on Order Number, Order Type, etc.)
- Selection #2 on the Batch Print Selection Menu will allow you to print all orders in the Hold File (HOLD.DAT).
- Selection #3 on the Batch Print Selection Menu will allow you to print selected orders (up to 20) from the Hold File (HOLD.DAT).

Major Points To Remember

- ☐ The FUNCTION S is used to place orders in the History File and Spool File.
- ☐ The Spool File is called PRTDAT
- ☐ Any Order Type can be spooled.
- ☐ Orders are printed in the same sequence that they were added to the Spool File.
- ☐ The contents of the Spool File can be saved. This allows you to reprint the contents of the Spool File. If you choose not save contents of the Spool File, it is purged by the system.
- ☐ A segment of the spool file can be printed. This is accomplished by designating the first P.O. number you want printed.

12. Purchase Order Amendments

Comments

Once an order has been created using **P.O. WRITER PLUS** the order can be amended using the Amendment Submodule (regardless of Order Type). Both "header" and "line item" information can be modified. New items and description can be added to an order.

P.O. WRITER PLUS maintains the original order information AND the amended information in the Amendment History File (POARC.DAT).

If you have not already done so, return to the P.O. WRITER PLUS Main Menu.

- To access the Amendment Submodule, type 4 [ENTER]

The Amendment Submodule Screen displays as shown below.

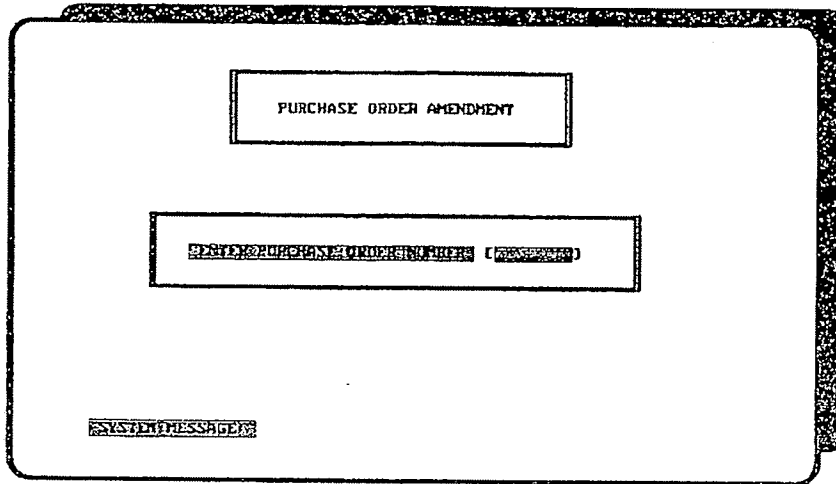


Fig. 12-1. The Amendment Submodule Screen

In this lesson you will be amending Purchase Order Number 2005 which you created in a previous lesson.

- In the ENTER PURCHASE ORDER NUMBER field, type 2005 [ENTER]

The system retrieves P.O. 2005 from the History Files.

| DATE: 06/01/93 CO.: | | SHIP TO OUR COMPANY HERE | | PAGE 1 | |
|--|----------------------|------------------------------|------|--------------------------|---------|
| VENDOR: BEST BUY SUPPLY | | (1) OUR DIVISION OR LOCATION | | | |
| (12345) BROWN BOX DIVISION | | OUR STREET HERE | | | |
| 692 HANOVER ST. | | OUR CITY HERE | | OS 12345 | |
| CLEVELAND OH 44112 | | | | | |
| ** NOTE ** (ATTENTION: SALES DEPARTMENT) | | TERMS: NET 30 | | | |
| ORDER TYPE: INJ BILL TO: (1) | | TAX: 11N) | | | |
| SHIP VIA: (1) REFER. # (PKG-1000) | | TAX: 21) | | ACCOUNT # C/L 1234567890 | |
| F.O.B. (OL) REQ. # (65789) | | DEPT (ACCT.) | | USER-DEFINED-5 | |
| CONFIRM (Y) REQ. 1001 | | DUE (061593) | | USER-DEFINED-6 | |
| ITEM | DESCRIPTION | QTY | UNIT | PRICE | TOTAL |
| 001 A1000 | CARTON 12 X 12 X 12 | 2000 | EA | 0.7800 | 1560.00 |
| | WHITE KRAFT | | | 0.0000 | 0.00 |
| | THIS IS ADDITIONAL | | | 0.0000 | 0.00 |
| | INFORMATION TO DES- | | | 0.0000 | 0.00 |
| | CRIBE ITEM NUMBER | | | 0.0000 | 0.00 |
| | A1000 | | | 0.0000 | 0.00 |
| 002 A2000 | CARTON 10" X 10" X | 500 | EA | 0.2300 | 115.00 |
| | 10" (STD. WHITE) | | | 0.0000 | 0.00 |
| | THIS IS ADDITIONAL | | | 0.0000 | 0.00 |
| | INFORMATION FOR THIS | | | 0.0000 | 0.00 |
| BUYER (1) AUTHORIZATION (1) SPECIAL INSTR. (1) P.O. TOTAL: | | | | 1675.00 | |
| SYSTEM MESSAGE: PRESS shift-F5 TO REVIEW ADJUSTMENT | | | | | |

Fig. 12-2. Review of Order

Any order that currently exists in the History Files (POHDR.DAT & POLN.DAT) can be retrieved by placing the Order Number in the Amendment Submodule - REGARDLESS OF THE ORIGINAL ORDER TYPE.

(For example, you may want to amend a Request for Quote by adding the Vendor's response to the order.)

The system automatically displays the message:

PRESS SHIFT-F5 TO REVIEW ADJUSTMENT

This message appears in the SYSTEM MESSAGE BAR when an adjustment (positive or negative) has been applied to the order. This message also appears in the P.O. CREATION (SIMILAR TO or from the HOLD FILE) and REPRINT Submodules when an adjustment is present.

This message will remain in the SYSTEM MESSAGE BAR until the order is CHECKED and the SYSTEM MESSAGE is cleared or another SYSTEM MESSAGE appears.

The adjustment can be changed or deleted at any time during the amendment process by pressing **SHIFT-F5**. This prompts the system to display the Adjustment Window just as it did in the P.O. Creation Submodule.

- To display the Adjustment Window as shown below, press **SHIFT-F5**

DATE: 06/01/93 CO. 1
 VENDOR BEST BUY SUPPLY
 12345 BROWN BOX DIVISION
 692 HANOVER ST.
 CLEVELAND OH 44112

SHIP TO OUR COMPANY HERE

NOTE: (ATTENTION: SALES DEPARTMENT)
 ORDER TYPE: (BILL TO:) TAX-1CN
 SHIP VIA () REFER. # (PKG-1000) TAX-2I
 F.O.B. (OL) REQ. # (65783) DEPT (A
 CONFIRM (Y) REQ. ID(1) 3DUE (B

ENTER THE ADJUSTMENT AMOUNT
 TO BE APPLIED TO THIS P.O.
 () [50.00]
 FOR

ENTER THE ADJUSTMENT PERCENTAGE
 TO BE APPLIED TO THIS P.O.
 () [0.000]

This adjustment will be used
 to calculate the total P.O.
 amount and will appear on the
 printed purchase order.
 Press Esc to exit

001 A1000 CARTON 12 X 12 X 12
 WHITE KRAFT
 THIS IS ADDITIONAL
 INFORMATION TO DES-
 CRIBE ITEM NUMBER
 A1000
 002 A2000 CARTON 18" X 18" X
 18" (STD. WHITE)
 THIS IS ADDITIONAL
 INFORMATION FOR THIS

BUYER () AUTHORIZATION () SPECIAL INSTR. () P.O. TOTAL: 1675.00
 FUNCTION () SYSTEM MESSAGE: PRESS shift-F5 TO REVIEW ADJUSTMENT

Fig.12-3. Reviewing The Adjustment Window

If you wished to change the adjustment for this order you could do so now. For example purposes, **DO NOT** change the adjustment.

- To return to the Amendment Screen, press **Esc**

- To review the Amendment Submodule HELP Screen as shown below, press F1

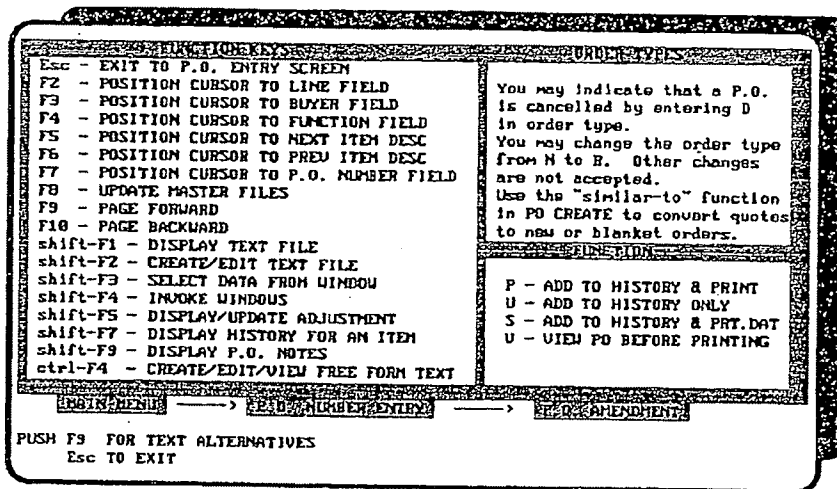


Fig.12-4. Amendment Help Screen

NOTES:

- The FUNCTION KEYS have been programmed to move the cursor in exactly the same way in the Amendment Submodule as in the P.O. Creation Submodule.
- The Ship-Via and F.O.B. selection defaults are identical to those available in the P.O. Creation Submodule.
- The valid ORDER TYPES are N, and D (Cancellation).
- Valid FUNCTION TYPES are P (print), U (update), and S (spool) - ONLY!

IMPORTANT:

You CANNOT place an order in the HOLD FILE from the Amendment Submodule.

- To exit the HELP SCREEN, press Esc

2-12. Purchase Order Amendments

Tutorial

Using the **TAB** and **FUNCTION KEYS**, modify the **QUANTITY** and **PRICE PER UNIT** on line 002 as shown on the screen below. Remember, to **CHECK** your screen leave the **FUNCTION** field blank and press **[ENTER]**.

```

DATE: 06/01/93 CO: 1
VENDOR: BEST BUY SUPPLY SHIP TO OUR COMPANY HERE
12345 1BROWN BOX DIVISION [1] OUR DIVISION OR LOCATION
692 HANOVER ST. OUR STREET HERE
CLEVELAND OH 44112 OUR CITY HERE OS 12345
MM NOTE MM [ATTENTION: SALES DEPARTMENT]
ORDER TYPE [IN] BILL TO [1] TAX-1 [IN] TERMS NET 30
SHIP VIA [1] REFER. # [PKG-1000] TAX-2 [1] ACCOUNT # G/L 1234567890
F.O.B. [OL] REQ. # [65789] DEPT [ACCT.] USER-DEFINED-5
CONFIRM [Y] REQ. ID [1] DUE [061593] USER-DEFINED-6

```

| LINE | ITEM | DESCRIPTION | QUANTITY | UNIT | PRICE | TOTAL |
|------|-------|---|----------|------|--------|---------|
| 001 | A1000 | CARTON 12 X 12 X 12 WHITE KRAFT THIS IS ADDITIONAL INFORMATION TO DES- CRIBE ITEM NUMBER A1000 | 2000 | EA | 0.7500 | 1500.00 |
| 002 | A2000 | CARTON 10" X 10" X 10" (STD. WHITE) THIS IS ADDITIONAL INFORMATION FOR THIS | 1000 | EA | 0.2400 | 240.00 |

```

BUYER [1] AUTHORIZATION [1] SPECIAL INSTR. [1] P.O. TOTAL: 1800.00
FUNCTION [5] SYSTEM MESSAGE:

```

Fig 12-5. Amending A P.O.

- To move the cursor to the **FUNCTION** field, press **F4**
- To print the P.O., type **P [ENTER]**

Tutorial

2-12. Purchase Order Amendments

The first amendment for Purchase Order Number 2005 looks as shown below:

| ** PURCHASE ORDER ** | | | | | |
|--|-------------|--|-----|------------------------|-----------|
| P.O. NUMBER: 2005 | | | | | |
| DATE: 06/01/93 | | | | | |
| PAGE NO: 1 | | | | | |
| ORDER TYPE: AMENDMENT | | 1 | | | |
| VENDOR NO: 12345 | | SHIP VIA: JIM'S TRUCKING | | F.O.B.: OUR LOCATION | |
| VEND: BEST BUY SUPPLY | | SHIP TO: OUR COMPANY HERE | | | |
| BROWN BOX DIVISION | | OUR DIVISION OR LOCATION | | | |
| 692 HANOVER ST. | | OUR STREET HERE | | | |
| CLEVELAND | | OH 44112 | | OUR CITY HERE OS 12345 | |
| US | | USA | | | |
| NOTE: ATTENTION: SALES DEPARTMENT | | | | | |
| TERMS: NET 30 | | TAX-1: NO | | B | |
| ACCT: G/L 1234567890 | | TAX-2: | | L | |
| DEPT: 105 | | DUE DATE: 06/15/93 | | L | |
| REF #: PKG-1000 | | CONFIRM: YES | | T | |
| | | | | O | |
| OUR COMPANY NAME | | | | | |
| OUR DIVISION NAME HERE | | | | | |
| OUR STREET ADDRESS | | | | | |
| OUR TOWN OS 12345 | | | | | |
| USA | | | | | |
| LN | ITEM NUMBER | DESCRIPTION | U/M | QUANTITY | PRICE PER |
| 001 | A1000 | CARTON 12 X 12 X 12 WHITE KRAFT THIS IS ADDITIONAL INFORMATION TO DES- CRIBE ITEM NUMBER A1000 | EA | 2000 | .7800 |
| 002 | A2000 | CARTON 10" X 10" X 10" (STD. WHITE) THIS IS ADDITIONAL INFORMATION FOR THIS ITEM ON THIS P.O. NUMBER 2005 | EA | 1000 | .2400 |
| REQUISITIONER: SUE WARNER | | REQ. NO: 65783 | | PAGE TOTAL 1800.00 | |
| SPECIAL INSTRUCTIONS: ALL MATERIAL MUST BE INSPECTED. SEND INVOICES TO ACCT'S. PAYABLE IN TRIPLICATE. | | | | ADJUSTMENT 50.00 | |
| | | | | P.O. TOTAL 1750.00 | |
| BUYER: ED SNYDER | | AUTHORIZATION: BOB THOMPSON | | | |
| X _____ | | X _____ | | | |

Fig.12-6. Printed Copy of P.O. 2005 - Amended

Major Points To Remember

- ☐ Header and line item information can be modified on an existing order using the Amendment Submodule. (Modify header information on page one only.)
- ☐ If an adjustment is associated with an order, the system will display the message **PRESS SHIFT-F5 TO REVIEW ADJUSTMENT** in the SYSTEM MESSAGE BAR when the order is displayed. Ignore the message if you do not wish to modify the adjustment, or display the Adjustment Window and modify the adjustment as required. The adjustment reminder message appears when appropriate in the Create, Reprint and Amendment Submodules.
- ☐ Additional items and description can be added to an order in the Amendment Submodule.
- ☐ Line items can be deleted from an order in the Amendment Submodule. If an entire line item (including the line number) is deleted, then the Open Purchase Order Record will also be deleted from the Receiving Module.
- ☐ Valid Order Types in the Amendment Submodule are N and D.
- ☐ Valid FUNCTION types in the Amendment Submodule are P (print), S (spool), and U (update). Orders CANNOT be placed in the HOLD File from the Amendment Submodule.

NOTE: When an order is deleted, the Order Type is changed in the P.O. History File to D. Orders that have been assigned the Order Type D are NOT deleted from the History File. Because the system maintains an audit trail, you will be able to easily see the date that an order was deleted. (See Lesson 13, File List/Inquiry Submodule for more information.)

13. File List/Inquiry Submodule

As you learned in Lesson 1 of this User's Guide, the 13 Master Files are the "foundation" of the P.O. WRITER PLUS system. You have also learned that P.O. WRITER PLUS allows you to add orders to the Hold and P.O. History Files.

In the following lesson you will learn how to perform inquiries and print the contents of the data files maintained by the system.

You will also be introduced to the "wildcard" feature. The wildcard feature allows you to substitute "!" for any character(s) in the STARTING WITH field in FILE INQUIRY. The wildcard can also be used in any STARTING WITH field throughout P.O. WRITER PLUS.

If you have not already done so, use the **Esc** key to return to the Main Menu.

- To select **FILE LIST/INQUIRY**, type **7** **[ENTER]**

The **FILE LISTING AND INQUIRIES** Screen displays as shown.

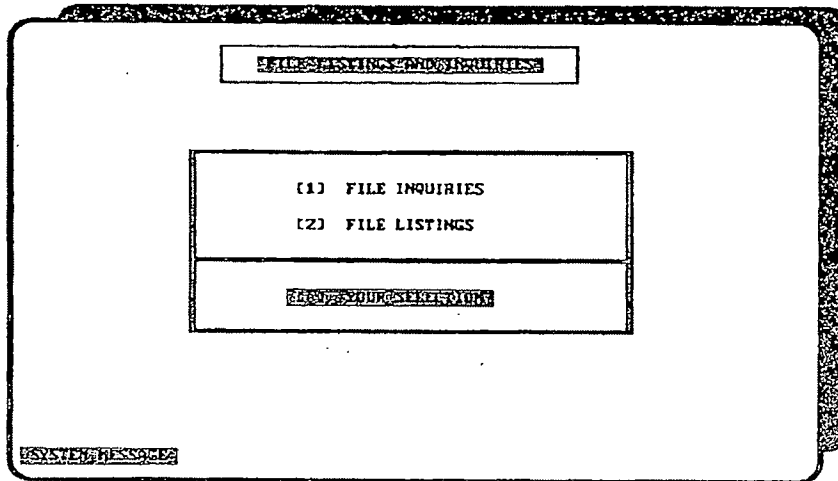


Fig.13-1. File Listings And Inquiries Screen

The **FILE LISTINGS AND INQUIRIES** Screen provides two methods of displaying data:

- 1.) **FILE INQUIRIES** - Provides access to a file view program. This allows the contents of the Item and Vendor Master Files to be reviewed on-screen. A summary of the orders currently in the Hold File can also be viewed.
- 2.) **FILE LISTINGS** - Provides you with a way to print the contents (total or partial) of any Master File and the P.O. History and Hold Files. A **FILE LIST** can also be directed to a file. This allows you to view or edit the **FILE LIST** on-screen. The resultant file can be printed using the Batch Print Submodule.

File Inquiries

As you will recall, the Item and Vendor Master Files can be viewed from within the P.O. Creation and Amendment Submodules as well as by using the above screen. You have also learned that the summary of the contents of the Hold File can be viewed by using the P.O. HOLD selection on the screen shown below.

NOTE: File Inquiries have been demonstrated in previous lessons. This lesson will provide a quick review and demonstrate the P.O. WRITER PLUS wildcard feature.

- To select FILE INQUIRIES, type 1 [ENTER]

The File Inquiries Screen displays as shown.

DISPLAY ALL ☐ STARTING WITH

Y=YES

| | | |
|--------------------------|-----|---------------------------------------|
| ITEM - NUMBER | [] | [] |
| ITEM - DESC. SORT | [] | [] |
| ITEM - COMMODITY SORT | [] | [] |
| VENDOR - NUMBER | [] | [] |
| VENDOR - NAME SORT | [] | [] |
| PREVIOUS HISTORY FILE | [] | [] <input type="checkbox"/> STOP [] |
| PHOTOGRAPH | [] | [] <input type="checkbox"/> STOP [] |
| FREE FORM TEXT - BY NAME | [] | [] |
| FREE FORM TEXT - BY P.O. | [] | [] |

SYSTEM MESSAGE

Fig.13-2. File Inquiries Screen

- To move the cursor to the ITEM - DESC. SORT STARTING WITH column, press TAB 3 times
- Type IAR [ENTER]

The system displays a list as shown below.

| ITEM NUMBER | DESCRIPTION | 1B" (STD. WHITE) | PACKAGE |
|-------------|----------------------------|------------------|---------|
| A2000 | CARTON 18" X 18" X 12 X 12 | WHITE KRAFT | PACKAGE |

F9 - to page forward F10 - to page backward
 F3 - to view item F4 - to view extended description
 Shift-F3 - to select item

END OF FILE REACHED

Fig.13.3. Inquiry Of Item Master - Using Wildcard

The system sorts the Item Master File's FIRST LINE OF DESCRIPTION. It then displays any item whose second and third letters of description is AR - regardless of the first letter.

For example, if your Item Master File contained items whose description starts with BAR or JAR, these items would have displayed also.

- To return to the FILE LISTINGS AND INQUIRIES Screen, press Esc twice

File Listings

Using the File Listings Selection Screen, you can print all or selected portions of information from any of your Master Files and the P.O. History File. You can also direct the output to a file. Output directed to a file can then be viewed or edited on-screen. These files can also be printed using the Batch Print Submodule.

- To select FILE LISTINGS, type 2 [ENTER]

There are two FILE LISTINGS Screens - the first is for the Item and Vendor files:

OUTPUT TYPE: Printer or File: [0]
 EXTENDED DESCRIPTION FOR ITEM LISTINGS: Yes or No []

| ITEM/ITEMS | ITEMS/VEND | FROM | TO |
|--------------------|------------|------|-----|
| ITEM | [] | [] | [] |
| ITEM - Description | [] | [] | [] |
| ITEM - Commodity | [] | [] | [] |
| ITEM - Catalogue | [] | [] | [] |
| VENDOR | [] | [] | [] |
| With Notes | [] | [] | [] |
| VENDOR - NAME SORT | [] | [] | [] |
| With Notes | [] | [] | [] |

PRESS F5/F6 to move cursor down/up
 F9 to select other files

SYSTEM MESSAGE

Fig. 13-4. File List Screen For Items And Vendors

2-13. File List/Inquiry Submodule

Tutorial

- To select other files, press F9

The FILE LISTINGS Screen displays for the remainder of the Master Files:

| FILE NAME | OBJECT CODE | SYMBOL | FILE |
|----------------------|-------------|--------|------|
| BILL TO | [] | [] | [] |
| SHIP TO | [] | [] | [] |
| BUYER | [] | [] | [] |
| AUTHORIZATION | [] | [] | [] |
| SPECIAL INSTRUCTIONS | [] | [] | [] |
| ACCOUNTING CODE | [] | [] | [] |
| REQUISITIONER | [] | [] | [] |
| BUYING COMPANY | [] | [] | [] |
| P. O. HISTORY FILE | [] | [] | [] |
| P. O. HOLD FILE | [] | [] | [] |
| FOB, SHIP VIA TAX | [] | [] | [] |

OUTPUT TYPE: Printer or File []

PRESS F5/F6 to move cursor down/up
F10 to select Item/Vendor Files

SYSTEM MESSAGE

- To return to the Item/Vendor files screen, press F10

The entire contents of a Master File can be printed - type a Y(es) in the ALL:Y=YES column next to the desired file.

OR

Type a FROM and TO range to print a segment of any Master File.

FOR EXAMPLE: If you wanted to print all Item Master Records for Item Numbers 1 through 20000, you would enter a 1 in the FROM column and 20000 in the TO column immediately to the right of the file name ITEM.

If you want to print a hard copy listing of all Vendors whose names begin with C, you would type the following:

| FROM | TO |
|-------|---------------------------|
| [C] | [CZZZZZZZZZZZZZZZZZZZZ] |

REMINDER: The ASCII Collating Sequence is used by P.O. WRITER PLUS.
(Refer to the appendix for additional information.)

Say that you want to print a hard copy audit trail for Purchase Order Numbers 2002 and 2003.

- To select other files, press F9
- In the OUTPUT TYPE: Printer or File field, type P

Move the cursor to the P.O. HISTORY FILE - FROM field:

- Press F5 9 times
- Press TAB
- Type 2002
- To move the cursor to the TO field, press TAB
- Type 2003

The FILE LISTINGS Screen looks as shown below.

| FILE NAME | DATE | TIME | FILE |
|----------------------|------|---------|---------|
| BILL TO | [] | [] | [] |
| SHIP TO | [] | [] | [] |
| BUYER | [] | [] | [] |
| AUTHORIZATION | [] | [] | [] |
| SPECIAL INSTRUCTIONS | [] | [] | [] |
| ACCOUNTING CODE | [] | [] | [] |
| REQUISITIONER | [] | [] | [] |
| BUYING COMPANY | [] | [] | [] |
| P. O. HISTORY FILE | [] | [2002] | [2003] |
| P. O. HOLD FILE | [] | [] | [] |
| FOB, SHIP VIA TAX | [] | [] | [] |

PRESS F5/F6 to move cursor down/up
F10 to select Item/Vendor files

Check to make sure that your printer is on and has paper.

- To print a listing for Purchase Order Numbers 2002 and 2003, press [ENTER]

The printout of the listing looks as shown below:

| | | | | | |
|---|-----------------|-----------------------|--|---------|--|
| 06/01/93 | | PURCHASE ORDER MASTER | | PAGE: 1 | |
| <p> NUMBER: 2002 DATE: 06/01/93 VENDOR: 12345 ORDER TYPE: N REFERENCE NO.: PKG-1000 BILL TO: 1 CONFIRM: Y ACCOUNT CODE: G/L 1234567890 SHIP TO: 1 SHIP VIA: J TERMS: NET 30 BUYER: 1 F.O.B.: OL REQUISITIONER: 1 AUTH. CODE: 1 INSTRUCTIONS: 1 REQ. NO.: 65783 BUYING CO.: TAX TYPE 1: N USER-DEFINED-5: DUE DATE: 06/15/93 TAX TYPE 2: USER-DEFINED-6: DEPARTMENT: 105 ADJUSTMENT: NOTE: ATTENTION: SALES DEPARTMENT </p> | | | | | |
| ===== | | | | | |
| RECORD: 001 | | | | | |
| LINE: 001 | QTY.: 2000.0000 | ACCT: | | | |
| ITEM: A1000 | PRICE: .7800 | REQ#: | | | |
| DESC: CARTON 12 X 12 X 12 | FACTOR: 1.0000 | REQ#R: | | | |
| DUE: 06/15/93 | TAX 1: | USER-7: | | | |
| | TAX 2: | USER-8: | | | |
| RECORD: 002 | | | | | |
| DESCRIPTION: WHITE KRAFT | | | | | |
| RECORD: 003 | | | | | |
| DESCRIPTION: THIS IS ADDITIONAL | | | | | |
| RECORD: 004 | | | | | |
| DESCRIPTION: INFORMATION TO DES- | | | | | |
| RECORD: 005 | | | | | |
| DESCRIPTION: CRIBE ITEM NUMBER | | | | | |
| RECORD: 006 | | | | | |
| DESCRIPTION: A1000 | | | | | |
| | | | | | |
| <p> NUMBER: 2003 DATE: 06/01/93 VENDOR: NABC-1 ORDER TYPE: N REFERENCE NO.: PKG-2000 BILL TO: 1 CONFIRM: Y ACCOUNT CODE: G/L 1234567890 SHIP TO: 1 SHIP VIA: T TERMS: 2/10 NET 30 BUYER: F.O.B.: OP REQUISITIONER: F.LEWIS AUTH. CODE: INSTRUCTIONS: REQ. NO.: 1467 BUYING CO.: TAX TYPE 1: N USER-DEFINED-5: DUE DATE: 06/15/93 TAX TYPE 2: USER-DEFINED-6: DEPARTMENT: 105 ADJUSTMENT: NOTE: </p> | | | | | |
| ===== | | | | | |
| RECORD: 001 | | | | | |
| LINE: 001 | QTY.: 2000.0000 | ACCT: | | | |
| ITEM: A1000 | PRICE: .2500 | REQ#: | | | |
| DESC: CARTON 12 X 12 X 12 | FACTOR: 1.0000 | REQ#R: | | | |
| DUE: 06/15/93 | TAX 1: | USER-7: | | | |
| | TAX 2: | USER-8: | | | |

Fig.13-5. Printed Copy of P.O. Master File Listing

Major Points To Remember

- ☐ The File Listings Submodule provides you with a way to access ALL or SELECTED segments of information contained in your P.O. WRITER PLUS data files.
- ☐ The Item and Vendor Master Files can be viewed or listed by code (ITEM NUMBER or VENDOR NUMBER) or by description (ITEM DESCRIPTION or VENDOR NAME). If desired, Item Listings can be printed with their Extended Description
- ☐ The wildcard (!) can be substituted for any character(s), in any STARTING WITH field in P.O. WRITER PLUS.
- ☐ The ASCII Collating Sequence is used in P.O. WRITER PLUS.
- ☐ All records in a file can be printed by entering a Y in the ALL column.
- ☐ Selected records can be printed by using the FROM and TO columns.
- ☐ Although not specifically demonstrated, a single record can be printed by using the FROM column alone. (For example, you may want to print an audit trail for a single P.O. by entering the P.O. Number in the FROM field.)

14. Running Reports

Comments

Reports in P.O. WRITER PLUS can be sent directly out to a printer, or written to a file. In the first part of this lesson reports are sent to the printer. The second part of this lesson details writing reports to a file.

Reports can also be run using the P.O. WRITER PLUS wildcard feature in any STARTING WITH field. (Introduced in *Chapter 13 - FILE LIST/INQUIRY SUBMODULE*)

For a complete list of P.O. WRITER PLUS reports, with examples, see Chapter 4.

To generate any report in the Purchasing Module, complete the following steps:

1. Select the TYPE (Dollar Commitments, Price Analysis, etc.) of report you wish to run from the Summary Reports Selection Menu.
2. Select the SPECIFIC report that you wish to run from the Report Menu.
3. Complete the report screen with the desired date range, "codes", etc. (depending on which report you select). At the prompt "OUTPUT TYPE: Printer or File", type P or F [ENTER]
4. Depending on the report you have selected, determine whether you want to run the report in Descending Dollar Sequence, or Totals Only (as opposed to detail).
5. If output is P(Printer), make sure that the printer is on. The printer must be capable of printing 132 characters across the page for most Purchase History Reports.
6. If you must halt a report during processing, press CTRL-BREAK

The amount of time required to complete a report depends greatly on the amount of data in your files.

In the following lesson you will create two hard copy reports.

Additional information regarding report options is provided in *Chapter 4 - Using P.O. WRITER PLUS*

NOTE: One of the reports that you will create in the following lesson will be 132 characters wide. Check your printer to make sure that it is on and has wide carriage paper in it. If you are using an 80 character printer, put the printer in compressed print mode (16.6 or 17 Characters Per Inch) to allow all 132 characters to print. (Refer to the User's Manual that came with your printer for additional data.) Otherwise, the report will "wrap around" and will be difficult to read.

If you have not already done so, return to the P.O. WRITER PLUS Main Menu.

- To select SUMMARY REPORTS - PURCHASING, type 5 [ENTER]

The SUMMARY REPORTS Menu displays as shown.

| SUMMARY REPORTS | |
|-----------------------------|------------------------------|
| [1] DOLLAR COMMITMENTS | [6] BLANKET ORDER SUMMARY |
| [2] PRICE ANALYSIS | [7] BLANKET/RELEASE ANALYSIS |
| [3] PURCHASING LOGS | [8] BUYER SUMMARY |
| [4] RFQ REPORTS | [9] SERVICE/LEASE SUMMARY |
| [5] P.O. ADJUSTMENT REPORTS | [10] SUMMARY REPORTS |
| | [11] ITEM/VENDOR HISTORY |
| | [12] REFERENCE NO. -> P.O.'s |
| | [13] REQ. NUMBER -> P.O.'s |

SYSTEM MESSAGE

Fig. 14-1. Summary Reports Menu

- To select the DOLLAR COMMITMENT reports, press 1 [ENTER]

The DOLLAR COMMITMENTS Menu displays as shown on the next page.

| DOLLAR COMMITMENTS | |
|-------------------------|----------------------------------|
| [1] BY BUYER | [8] BY FIRST LINE OF DESCRIPTION |
| [2] BY VENDOR | [9] BY REQUISITIONER |
| [3] BY COMMODITY | [10] BY VENDOR CLASS |
| [4] BY ITEM | [11] BY BUYING COMPANY |
| [5] BY SHIP-TO CODE | [12] BY REQUISITION NUMBER |
| [6] BY ACCOUNT NUMBER | [13] BY DEPARTMENT |
| [7] BY REFERENCE NUMBER | [14] GRAND TOTAL - END |

4 [ENTER]

Fig. 14-2. Dollar Commitment Reports

To select DOLLAR COMMITMENTS - BY ITEM, type 4 [ENTER]

The DOLLAR COMMITMENTS - BY ITEM NUMBER Screen displays.

Say you want to run a Dollar Commitments by Item Number Report for all items in your data base from January 1, 1993 to the present.

- In the FROM field, type 010193
- In the TO field, type TODAY'S DATE
- In the OUTPUT TYPE: PRINTER OR FILE field, type P
- The report can be run in Item or Descending Dollar sequence. In the DESCENDING DOLLAR SEQUENCE field, type N
- In the ALL ITEMS field, type Y

Your screen looks similar to the one below.

DOLLAR COMMITMENTS - BY ITEM NUMBER

FROM [1/ 1/93] TO [12/31/94]

OUTPUT TYPE: Printer or File (P)
Descending Dollars Sequence (Y=Yes) (N)

ALL ITEMS: [Y] (Y=YES) [OK]

STARTING WITH: [] [OK]

SELECTED ITEMS:

| | | |
|-----|-----|-----|
| [] | [] | [] |
| [] | [] | [] |
| [] | [] | [] |
| [] | [] | [] |
| [] | [] | [] |

F1 - Help
SYSTEM MESSAGE

Fig.14-3. Dollar Commitment Report Screen

Check to make sure that your printer is on and has paper.

- To begin processing, press [ENTER]

Your DOLLAR COMMITMENTS (PURCHASED) BY ITEM Report looks similar to the one shown below.

| | | | |
|-----------|------------------------------|------------------|----------|
| 06/01/93 | DOLLARS PURCHASED BY ITEM | | Page: 1 |
| | FROM 01/01/93 TO 12/31/94 | | |
| ITEM | DESCRIPTION #1 | DESCRIPTION #2 | DOLLARS |
| *OAK DESK | | | 2,499.00 |
| A1000 | CARTON 12 X 12 X 12 | WHITE KRAFT | 4,790.00 |
| A2000 | CARTON 10" X 10" X | 10" (STD. WHITE) | 240.00 |
| | | TOTAL | 7,529.00 |
| | | NUMBER OF ITEMS | 3 |

Fig.14-4. Printed Copy of Dollar Commitment Report

NOTE: Asterisk Items will be displayed on the Dollar Commitments Report By Item. Asterisk Items appear before valid Item Numbers. Items are listed by Item Number (sorted using the ASCII Collating Sequence). An item's description is retrieved from the Item Master File. (Since Asterisk Items do not exist in the Item Master File, no description is displayed.)

When the system has finished processing and sending the report to the printer, the System Message Bar displays:

REPORT COMPLETED

- To return to the SUMMARY REPORTS Menu, press Esc twice

- To display the PRICE ANALYSIS Menu, type 2 [ENTER]

PRICE ANALYSIS

| | |
|---------------------|---------------------------|
| (1) BY BUYER | (6) BY BUYING COMPANY |
| (2) BY VENDOR | (7) BY REQUISITION NUMBER |
| (3) BY COMMODITY | (8) BY REQUISITIONER |
| (4) BY ITEM | (9) BY DEPARTMENT |
| (5) BY SHIP-TO CODE | |

NOW MAKE YOUR SELECTION:

Fig. 14-5. Price Analysis Menu

- To display the PRICE ANALYSIS BY VENDOR screen, type 2 [ENTER]

Say that you want to create a Price Analysis by Vendor Report. This report will be for all vendors whose 5 character Vendor Number ends with 345. The wildcard (!) feature can be used in the STARTING WITH field in place of the first 2 characters.

- Use your TAB key to move the cursor from field to field and complete the screen as shown below.

PRICE ANALYSIS BY VENDOR

FROM [1/ 1/93] TO [12/31/94]

OUTPUT TYPE: Printer or File [P]
TOTALS ONLY: Yes or No [N]

ALL VENDORS: [] (Y=YES) **YES**

STARTING WITH: [SELECTED] **END**

SELECTED VENDORS:

| | | | |
|-----|-----|-----|-----|
| [] | [] | [] | [] |
| [] | [] | [] | [] |
| [] | [] | [] | [] |
| [] | [] | [] | [] |
| [] | [] | [] | [] |

F1 - Help
shift-F4 - Display vendors

SYSTEM MESSAGE

Fig.14-6. Price Analysis Using Wildcards

Make sure that the printer is on and has wide carriage (132 character) paper, or that your printer is set to compressed print mode.

NOTE: You can run a Price Analysis report and get detailed information, or request Totals Only!

Also, you can display and select vendors from a list. To select the vendor from a list, press SHIFT-F4. Select the method of display (by VENDOR NAME, NUMBER, ALL, or SELECTED). When the vendor list displays, press SHIFT-F3 to select the vendor. This allows you to run reports by vendor without knowing the Vendor Master code. This can be done for any report by vendor.

- To print the Price Analysis Report, press [ENTER]

The printed Price Analysis By Vendor Report looks similar to the one shown below.

| | | | | | | | | |
|------------------|-----|----------|---------------------------------|--------------|--------------|----------------|----------|------------|
| 06/01/93 | | | PRICE ANALYSIS | | | | | |
| Page: 1 | | | ACTUAL VS. STANDARD COST | | | | | |
| | | | BY VENDOR 12345 | | | | | |
| | | | BEST BUY SUPPLY | | | | | |
| | | | FROM 01/01/93 TO 12/31/94 | | | | | |
| | | | ITEM NO. *OAK DESK | | | | | |
| | | | DESCRIPTION | | | | | |
| | | | UNIT OF MEASURE *** | | | | | |
| | | | STANDARD COST | | | | | |
| P.O. | LN. | DATE | QUANTITY | ACTUAL PRICE | TOTAL ACTUAL | TOTAL STANDARD | VARIANCE | % VARIANCE |
| 2004 | 1 | 06/01/93 | 1 | 2,499.0000 | 2,499.00 | | | |
| ** ITEM TOTAL ** | | | 1 | 2,499.0000 | 2,499.00 | | | |
| | | | ITEM NO. A1000 | | | | | |
| | | | DESCRIPTION CARTON 12 X 12 X 12 | | | | | |
| | | | WHITE KRAFT | | | | | |
| | | | UNIT OF MEASURE EA | | | | | |
| | | | STANDARD COST .7800 | | | | | |
| P.O. | LN. | DATE | QUANTITY | ACTUAL PRICE | TOTAL ACTUAL | TOTAL STANDARD | VARIANCE | % VARIANCE |
| 2001 | 1 | 06/01/93 | 1,000 | .7800 | 780.00 | 780.00 | | |
| 2002 | 1 | 06/01/93 | 2,000 | .7800 | 1,560.00 | 1,560.00 | | |
| 2005 | 1 | 06/01/93 | 2,000 | .7800 | 1,560.00 | 1,560.00 | | |
| 2007 | 1 | 06/01/93 | 500 | .7800 | 390.00 | 390.00 | | |
| ** ITEM TOTAL ** | | | 5,500 | .7800 | 4,290.00 | 4,290.00 | | |

Fig.14-7. Printed Copy of Price Analysis Report

The Vendor's Number and name appear as part of the heading on the report. Each item that was purchased from that vendor during the time period specified will be printed (sorted by Item Number) and totalled. The STANDARD PRICE (eighth column from the left) is extracted from the Item Master File as the report executes. This number is used to calculate the variance and % variance. Asterisk Items are not included on Price Analysis Reports.

When the system finishes processing and sending the output to the printer, the SYSTEM MESSAGE BAR displays:

REPORT COMPLETED

- To return to the SUMMARY REPORTS MENU press Esc twice

Writing A Report To File

Comments:

In the P.O. WRITER PLUS Reports Submodule, writing reports to a file allows for several advantages:

- You may view the report on-screen instead of waiting for a hard copy
- Edit the report to change headings, nomenclature, etc. (accomplished through the P.O. WRITER PLUS Utilities menu, described later in this manual)
- Batch Print a group of reports. The P.O. WRITER PLUS Batch Print feature puts your reports in a queue file, allowing full use of your system (except printing) while producing printed reports.
- Reports written to a file are stored on your hard disk, and can be removed by using the Reports Delete Utility described in the Utilities section of the System Administrator's Guide.

Previously, all output was directed to the printer. In this part of the lesson, you will direct the same reports to a file.

If you have not already done so, return to the P.O. WRITER PLUS Main Menu.

- To access the Summary Reports Submodule, type 5 [ENTER]
- To access the Price Analysis Menu, type 2 [ENTER]
- To select Price Analysis By Vendor, type 2 [ENTER]

You will run the same report as earlier in the lesson, but direct the output to a file.

Edit your screen as shown below. Substitute the TO: date with TODAY'S date.

In the field OUTPUT TYPE: PRINTER OR FILE [] an F has been typed to direct the report to a file.

PRICE ANALYSIS BY VENDOR

FROM [1/ 1/93] TO [12/31/94]

OUTPUT TYPE: Printer or File [F]

TOTALS ONLY: Yes or No [N]

ALL VENDORS: [X] (Y=YES)

STARTING WITH: [] []

SELECTED VENDORS:

| | | | | | |
|-----|-----|-----|-----|-----|-----|
| [] | [] | [] | [] | [] | [] |
| [] | [] | [] | [] | [] | [] |
| [] | [] | [] | [] | [] | [] |
| [] | [] | [] | [] | [] | [] |

F1 - Help
shift-F4 - Display vendors
SYSTEM MESSAGE

Fig.14-8. Directing A Report To A File

- To process the report, press [ENTER]

The Price Analysis By Vendor Report displays. The ARROW KEYS and PAGE DOWN keys are active to allow for scrolling through the report. If a report contains more information than fits on one screen, these keys are used to view the full report.

In the P.O. WRITER PLUS Reports Submodule, a Help Window is available which shows the active keys and their functions:

- To return to the Price Analysis By Vendor Screen, press Esc
- To display the Help Window as shown below, press F1

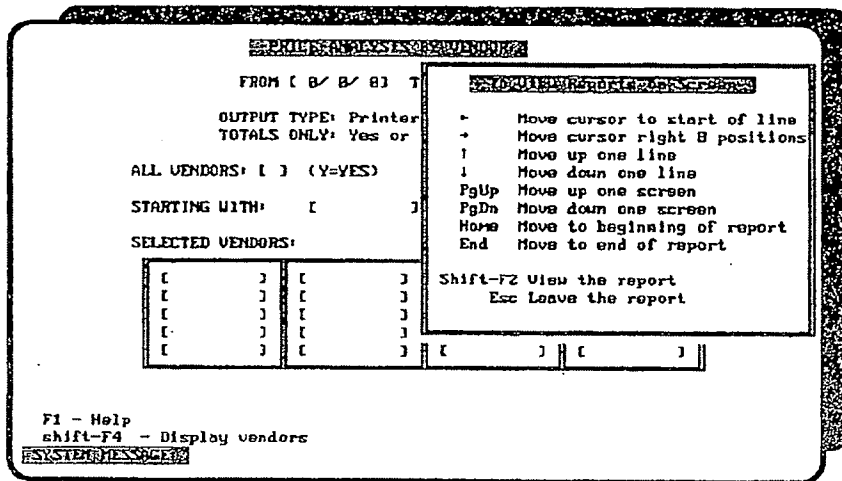


Fig.14-9. Help Screen For Reports

- To close the Help Window, press Esc
- To return to the Price Analysis Reports Menu, press Esc

Once a report is written to a file, P.O. WRITER PLUS allows you to view that report on-screen.

- To select BY VENDOR, type 2 [ENTER]

The menu has the additional message:

REPORT ALREADY EXISTS

The date that the report was generated also displays, as shown below.

FROM [0 / 0] TO [0 / 0]

OUTPUT TYPE: Printer or File []

TOTALS ONLY: Yes or No []

ALL VENDORS: [] (Y=YES) []

STARTING WITH: [] []

SELECTED VENDORS:

| | | | | |
|-----|-----|-----|-----|-----|
| [] | [] | [] | [] | [] |
| [] | [] | [] | [] | [] |
| [] | [] | [] | [] | [] |
| [] | [] | [] | [] | [] |
| [] | [] | [] | [] | [] |

REPORT ALREADY EXISTS: 6-01-93

F1 - Help Shift-F2 to view report

Shift-F4 - Display vendors

Report Already Exists Prompt

Fig.14-10. Report Already Exists Prompt

- To view the report, press SHIFT-F2

The same keys listed in the Help Window are active, allowing you to view the full report.

- To return to the Main Menu, press Esc

Batch Printing Reports

P.O WRITER PLUS allows you to Batch Print reports that are written to a file.

- To select BATCH PRINT, type 8 [ENTER]
- To select REPORT FILES, type 6 [ENTER]

As shown below, the report written to a file in the Reports Submodule is listed in the menu. The menu also displays the report type (which P.O. WRITER PLUS module the report was created in); a description of the report; the date the report was created; and the size of the file.

Make sure your printer is on and has paper.

[illegible]

Fig.14-11. Batch Print Screen

- To put the Price Analysis By Vendor Report in the print queue, type Y in the PRINT field
- To move the cursor to the FUNCTION field, press F4
- To print the reports, type P [ENTER]

You may get the following DOS prompt :

NAME OF LIST DEVICE: [PRN]

- If you get the above prompt, press **[ENTER]**

P.O. WRITER PLUS “*dumps*” the report file into the queue, and returns you to the **PRINT REPORT FILES** Menu. While your printer is processing the reports, your computer is now free for all functions (with the exception of printing).

Major Points To Remember

- ☐ Reports can be either printed or written to a file by entering a "P" or "F" respectively in the **OUTPUT TYPE: PRINTER OR FILE** Field.
- ☐ Reports can be generated by:
 - Select the **TYPE** (Dollar Commitments, Price Analysis, etc.) of report you wish to run from the Summary Reports Selection Menu.
 - Select the **SPECIFIC** report that you wish to run from the Report Menu.
 - Complete the report screen with the desired date range, "*codes*", etc. (depending on which report you select). At the prompt "**OUTPUT TYPE: Printer or File**", type P or F [ENTER]
 - When applicable, select **DESCENDING DOLLAR SEQUENCE**, or **TOTALS ONLY**.
 - If output is P(rinter), make sure that the printer is on. The printer must be capable of printing 132 characters across the page for most Purchase History Reports. Select report **TYPE**.
- ☐ Most **P.O. WRITER PLUS** Purchasing Module Reports can be run to **ALL** or **SELECTED** codes within a date range that is specified by the user.
- ☐ Reports written to a file can be viewed on-screen.
- ☐ Reports written to a file can be edited using the **P.O. WRITER PLUS** Utilities option.
- ☐ Reports written to a file can be printed using the Batch Print option. This allows you to print reports without tying up the computer for a lengthy period of time.
- ☐ The wildcard (!) can be substituted for any character(s), in any **STARTING WITH** field in **P.O. WRITER PLUS**.
- ☐ If you must halt a report from processing, press **CTL-BREAK**.

15. Adding Extended Description

Comments

In previous lessons, you have seen that extended description can be typed directly in the DESCRIPTION field while creating or amending a Purchase Order. (Extended description is any description beyond that entered in the 2 DESCRIPTION fields in the Item Master)

In this lesson, you will learn 3 more methods of adding extended description:

1. EXTENDED DESCRIPTION WINDOW

The Extended Description Window allows for the addition of up to 400 additional characters.

2. TEXT FILE INTERFACE

P.O. WRITER PLUS allows you to supply extended item descriptions, instructions, and an unlimited number of standard clauses with text files. A text file MUST be in ASCII (American Standard Code for Information Interchange) format. You can create your text files with any word processor or editor that has the capability of creating ASCII files.

3. FREE FORM TEXT WINDOW

Another way to add extended text to a P.O. is through the Free Form Text Window. This window can be used to add description for Item Master files, and "*" items.

The Free Form text window allows up to 4000 characters of description, and provides word wrapping. Also, depending upon the P.O. WRITER PLUS Print Option you have selected, the Free Form text window can be 20 or 40 characters wide. This is defined in the Configuration File.

In the first part of this lesson, description will be added using the Extended Description Window.

Extended Description Window

The Extended Description Window allows for the addition of up to 400 additional characters. The Extended Description Window provides a word wrap feature, making it easy to use. Description added in this window can be printed on the P.O., or used for reference only. The size of the Extended Description Window can be defined in the Configuration File. The default size of the window is 10 lines of 40 characters. It can be changed to 20 lines of 20 characters. The Extended Description Window is accessible from the Item Master File, or directly while creating a Purchase Order.

NOTE: *Although the size of the Extended Description Window can be changed in the Configuration File, you should determine your preference before using this feature. Changing the size in the Configuration File after text has been added will cause irregular line breaks!*

If you have not already done so, return to the P.O. WRITER PLUS Main Menu.

- To select FILE MAINTENANCE, type 6 [ENTER]

The FILE MAINTENANCE Menu displays.

- To select ITEM FILE, type 1 [ENTER]

Extended description will be added for Item A1000

- To display the Item Master, type A1000 [ENTER]
- To access the ADDITIONAL DATA window, press F4

The ADDITIONAL DATA window displays as shown below.

| | |
|---|------------------------|
| ITEM NUMBER | [A1000] |
| DESCRIPTION #1 | [CARTON 12 X 12 X 12] |
| DESCRIPTION #2 | [WHITE KRAFT] |
| UNIT OF MEASURE | [EA] |
| STANDARD COST | [0.7888] |
| CURRENCY | [USD] |
| PRICING U/M | [EA] |
| PRICE FACTOR | [0.0000] |
| LEAD TIME | [3] |
| COMMODITY | [PACKAGE] |
| CATALOG ID | [BEST BUY] |
| STATUS | [A] |
| TAX-1 | [N] TAX-2 [] |
| LAST ACCESS DATE [06/01/93] | |
| ADDITIONAL DATA * | |
| F1 = Help F2 = Delete F9/F10 = Next/previous item Shift-F4 = View items | |
| F4 = View/update extended description/user data/inventory data | |
| SYSTEM MESSAGE: TRANSACTION COMPLETED - RECORD DISPLAYED | |

EXTENDED DESCRIPTION

USER DEFINED FIELDS

INV. CONTROL DATA

Fig.15-1. Additional Data Window

2-15. Adding Extended Description

Tutorial - Advanced Features

- To access the Extended Description Window, press [ENTER]

Fill in the Extended Description Window as shown below:

ITEM NUMBER [A1000]

DESCRIPTION #1 [CARTON 12 X 12 X]

DESCRIPTION #2 [WHITE KRAFT]

UNIT OF MEASURE [EA]

STANDARD COST [0.7800]

CURRENCY [USD]

PRICING U/M [EA]

PRICE FACTOR [0.8800]

LEAD TIME [3]

COMMODITY [PACKAGE]

CATALOG ID [BEST BUY]

STATUS [A]

TAX-1 [N]

LAST ACCESS DATE [06/01/93]

ADDITIONAL DATA *

F1 = Help F2 = Delete F3/F10 = Next

F4 = View/update extended description

TRANSACTION COMPLETE

LINE: 1 2 3 4

0 0 0 0

SPECIFICATION FOR CARTON A1000: DOUBLE WALL CONSTRUCTION. "FRAGILE" IS TO BE PRINTED ON ALL SIDES. ALL ADDRESS INFORMATION TO BE PRINTED IN STANDARD

PRINT ON P.O.? [] Y or N

Press F4 to get to bottom of window

Fig.15-2. Extended Description Window

At the bottom of the window is a prompt:

PRINT ON P.O.? [] Y or N

Information added in this window can be used for reference only (by typing N), or it can be printed on the Purchase Order (by typing Y).

In this example, you will be telling the system that you wish to print the extended description on the Purchase Order.

After you have finished typing the extended description for A1000:

- To move the cursor to the bottom of the window, press F4
- In the Print On P.O. field, type Y
- To save your changes and close the window, press Esc
- With SAVE CHANGES highlighted, press [ENTER]

The extended description is now saved, and is added to Item A1000.

- To return to the Main Menu, press Esc

You will now create a new P.O. for Item A1000, including the extended description that was entered in the Item Master.

- To select P.O. CREATE, type 1 [ENTER]
- In the ENTER ITEM NUMBER field, type A1000 [ENTER]

The PURCHASE ORDER HISTORY card displays, showing the last 10 purchases of this item.

PURCHASE ORDER HISTORY

ITEM NUMBER [A1000] J DESCRIPTION [CARTON 12 X 12 X 12]
 [WHITE KRAFT]
 STD. COST [0.7800] PRICE FACTOR [0.8800] U/M [EA]
 CURRENCY [USD] COMMODITY [PACKAGE] LEAD TIME [3]
 CATALOGUE [BEST BUY]

PURCHASE ORDER HISTORY

| DATE | PO NUMBER | PO DATE | PO QTY | PO PRICE | PO U/M | PO TOTAL |
|--------|-----------|----------|------------------------|----------|--------|----------|
| 060193 | 2001 | 00012345 | BEST BUY SUPPLY | 1800 | EA | .7800 |
| 060193 | 2002 | 00112345 | BEST BUY SUPPLY | 2000 | EA | .7800 |
| 060193 | 2003 | 00012345 | NORTH AMERICAN PACKAGI | 2000 | EA | .2500 |
| 060193 | 2005 | 00012345 | BEST BUY SUPPLY | 2000 | EA | .7800 |
| 060193 | 2006 | 00012345 | BEST BUY SUPPLY | 2000 | EA | .7800 |
| 060193 | 2007 | 00012345 | BEST BUY SUPPLY | 500 | EA | .7800 |

ENTER VENDOR NUMBER []
 PRESS: Shift-F4 to view Vendor File
 FB to add Vendor to Master File

SYSTEM MESSAGE

Fig.15-3. P.O. History Card For A1000

- In the ENTER VENDOR NUMBER field, type 12345 [ENTER]

The Purchase Order Creation Screen displays. Notice in the screen below that a Y appears in the bar between the DESCRIPTION and U/M fields. This indicates:

1. Text has been added in the EXTENDED DESCRIPTION field for Item A1000.
2. A Y was entered in the Print on P.O. field in the Extended Description Window.

If an N was entered in the Print on P.O. field in the Extended Description Window, an N would appear in this bar. This indicates that text has been added in the Extended Description Window *for reference only*.

DATE: 06/01/99 CO. 1
 VENDOR: BEST BUY SUPPLY SHIP TO OUR COMPANY HERE
 (12345) BROWN BOX DIVISION (1) OUR DIVISION OR LOCATION
 692 HANOVER ST. OUR STREET HERE
 CLEVELAND OH 44112 OUR CITY HERE 05 12345
 MM NOTE MM (CONFIRMING TO MARY SMITH)
 ORDER TYPE (N) BILL TO (1) TAX-1 (N) TERMS NET 30
 SHIP VIA (U) REFER. (PKG-1000) TAX-2 (1) ACCOUNT # G/L 1234567890
 F.O.B. (OP) REQ. # (65789) DEPT (105) USER-DEFINED-5
 CONFIRM (Y) REQ. ID (F.LEWIS) DUE (1) USER-DEFINED-6

| ITEM NUMBER | DESCRIPTION | U/M | QUANTITY | PRICE | TOTAL |
|-------------|---------------------|-----|----------|--------|-------|
| 001 A1000 | CARTON 12 X 12 X 12 | EA | 500 | 0.7800 | 0.00 |
| | WHITE KRAFT | | | 0.0000 | 0.00 |
| | THIS IS ADDITIONAL | | | 0.0000 | 0.00 |
| | INFORMATION TO DES- | | | 0.0000 | 0.00 |
| | CRIBE ITEM NUMBER | | | 0.0000 | 0.00 |
| | A1000 | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |

BUYER (1) AUTHORIZATION (1) SPECIAL INSTR. (1) P.O. TOTAL: 0.00
 EXTENDED DESCRIPTION (Y) SYSTEM MESSAGE:

Fig.15-4. Extended Description Indicated

Also notice that the description added in Lesson 2 still appears in the DESCRIPTION field. If necessary, all 3 methods of adding description can be used on the same item.

The Extended Description Window can be accessed like any other Master File while creating a P.O.

- In the P.O. NO. field, type 2010
- To move the cursor to the DESCRIPTION field, press F5
- To open the Extended Description Window, press SHIFT-F4

The screenshot shows the SAP P.O. Create screen with the Extended Description window open. The main screen displays the following information:

DATE: 06/01/99 CO.:
 VENDOR: BEST BUY SUPPLY
 C12345 BROWN BOX DIVISION
 592 HANOVER ST.
 CLEVELAND OH 44112
 ** NOTE ** (CONFIRMING TO MARY SMITH
 ORDER TYPE: N1 BILL TO: 1 TAX-1
 SHIP VIA: (U) REFER. # (PKG-1000) TAX-2
 F.O.B. (OP) REQ. # (65783) DEPT
 CONFIRM (Y) REQ. 1 DIF. LEWIS JDUE

The Extended Description window is titled "EXTENDED DESCRIPTION" and contains the following text:

LINE: 001 EXTENDED DESCRIPTION
1.....2.....3.....4
 0 0 0 0
 SPECIAL HANDLING INSTRUCTIONS: FRAGILE IS TO BE
 PRINTED ON ALL SIDES. ALL ADDRESS
 INFORMATION TO BE PRINTED IN STANDARD
 BLACK.

At the bottom of the window, it says "Press F4 to get to bottom of window".

Fig.15-5. Extended Description Access in P.O. Create

At this point you have several options:

1. You can simply review the window's contents, and close it.
2. The contents of the window could be edited.
3. The Print on P.O. specification could be changed to N, so that the EXTENDED DESCRIPTION in this window would not print on the P.O.

At this point, the Extended Description Window could be used to add description to an Item for the first time. This extended description is then saved with the Item the same as if it were entered in the Item Master File.

- To close the Extended Description Window, press Esc
- To move the cursor to the FUNCTION field, press F4
- To print the P.O., type P [ENTER]

2-15. Adding Extended Description

Tutorial - Advanced Features

Your printed P.O. looks as follows:

| ** PURCHASE ORDER ** | | | | | |
|---|-------------|--|-----|------------------------|-----------|
| P.O. NUMBER: 2010 | | | | | |
| DATE: 06/01/93 | | | | | |
| PAGE NO: 1 | | | | | |
| ORDER TYPE: NEW | | | | | |
| VENDOR NO: 12345 | | SHIP VIA: UPS | | F.O.B.: OUR PLANT | |
| VEND: BEST BUY SUPPLY | | SHIP TO: OUR COMPANY HERE | | | |
| BROWN BOX DIVISION | | OUR DIVISION OR LOCATION | | | |
| 692 HANOVER ST. | | OUR STREET HERE | | | |
| CLEVELAND | | OH 44112 | | OUR CITY HERE OS 12345 | |
| US | | USA | | | |
| NOTE: CONFIRMING TO MARY SMITH | | | | | |
| TERMS: NET 30 | | TAX-1: NO | | R | |
| ACCT: 6/L 1234567890 | | TAX-2: | | L | |
| DEPT: 105 | | DUE DATE: 06/15/93 | | OUR TOWN OS 12345 | |
| REF #: PKG-1000 | | CONFIRM: YES | | Y | |
| | | | | O | |
| LN | ITEM NUMBER | DESCRIPTION | U/M | QUANTITY | PRICE PER |
| 001 | A1000 | CARTON 12 X 12 X 12 WHITE KRAFT SPECIFICATION FOR CARTON A1000: DOUBLE WALL CONSTRUCTION. "FRAGILE" IS TO BE PRINTED ON ALL SIDES. ALL ADDRESS INFORMATION TO BE PRINTED IN STANDARD BLACK. THIS IS ADDITIONAL INFORMATION TO DES- CRIBE ITEM NUMBER A1000 | EA | 500 | .7800 |
| REQUISITIONER: F.LEWIS | | REQ. NO: 65783 | | PAGE TOTAL 390.00 | |
| SPECIAL INSTRUCTIONS: ALL MATERIAL MUST BE INSPECTED. SEND INVOICES TO ACCTS. PAYABLE IN TRIPLICATE. | | | | P.O. TOTAL 390.00 | |
| BUYER: ED SNYDER | | AUTHORIZATION: BOB THOMPSON | | | |
| X _____ | | X _____ | | | |

Fig.15-6. Printed P.O 2010 With Extended Description

Notice that the text typed in the Extended Description Window is printed above the text that was typed directly in the DESCRIPTION field.

If even more extended description is required, a text file can still be added to this Purchase Order.

The Text File Interface

P.O. WRITER PLUS allows you to supply extended item descriptions, instructions, and an unlimited number of standard clauses with text files. A text file **MUST** be in ASCII (American Standard Code for Information Interchange) format*. You can create your text files with any word processor or editor that has the capability of creating ASCII file output.

Text files can be stored in the same subdirectory as P.O. WRITER PLUS, in another subdirectory, or even on diskette. You may have and use as many text files as you need, with the only limit being available disk space.

In this lesson you will learn two ways to access text files from within the P.O. WRITER PLUS system. You will also learn how to use the text file feature in both the P.O. Creation and Amendment Submodules.

NOTE: P.O. WRITER PLUS comes with a "default editor" which will be used in the following lesson. The "default" can be changed so that you can access any editor or word processing package from within the P.O. WRITER PLUS system. (The editor or word processing package must take less than 256K of RAM.) Changing system defaults is discussed in the System Administrator's Guide.

IMPORTANT - If a file is NOT in ASCII format, you will notice that the system will display "unique" characters (the "club" symbol, musical notes, etc.) on your monitor when you attempt to view the text file. ASCII files have been "stripped" of "unique" characters and will be easy to read.

- If you have not already done so, return to the P.O. WRITER PLUS Main Menu.

In this lesson you will be creating and amending a Purchase Order for Item Number B1234567, a 30" x 30" x 30" brown carton. Since Item Number B1234567 does not currently exist in the Item Master File, add this item to the Item Master File through the File Maintenance Submodule.

2-15. Adding Extended Description

Tutorial - Advanced Features

- To select FILE MAINTENANCE, type 6 [ENTER]
- To select ITEM FILE, type 1 [ENTER]
- Enter the Item Master record for B1234567 as shown below.

```

ITEM NUMBER      [B1234567      ]
DESCRIPTION #1    [CARTON: 30" X 30" X ]
DESCRIPTION #2    [30" (STD. BROWN) ]
UNIT OF MEASURE  [EA ]
STANDARD COST     [      0.2900]
CURRENCY          [US DOLLAR ]
PRICING U/M       [EA ]
PRICE FACTOR      [      0.0000]
LEAD TIME         [ 3]
COMMODITY         [PACKAGE ]
CATALOG ID        [BEST BUY ]
STATUS            [ ]
TAX-1             [0]          TAX-2 [ ]

LAST ACCESS DATE [ / / ]
ADDITIONAL DATA »
F1 = Help  F2 = Delete  F9/F10 = Next/previous item  Shift-F4 = View items
F4 = View/update extended description/user data/inventory data
SYSTEM MESSAGE 2
  
```

Fig.15-7. Item Master For B1234567

- When you are done typing the information above, press Esc
 - To highlight SAVE AND EXIT, press TAB
 - Press [ENTER]
 - Use the Esc key to return to the Main Menu
 - To select P.O. CREATE, type 1 [ENTER]
 - In the ENTER ITEM NUMBER field, type B1234567 [ENTER]
- The PURCHASE ORDER HISTORY Card displays.
- In the ENTER VENDOR NUMBER field, type NAPC-1 [ENTER]

The P.O. CREATION Screen displays.

- Using your TAB and FUNCTION KEYS, complete your screen so that it looks as follows

Remember to CHECK your Purchase Order.

DATE: 06/01/93 CO. 1
 VENDOR NORTH AMERICAN PACKAGING SHIP TO OUR COMPANY HERE
 INAPC-1 CORPORATION [1] OUR DIVISION OR LOCATION
 5845 AMERICAN WAY AVE. OUR STREET HERE
 ST. LOUIS MO 45678 OUR CITY HERE - OS 12345
 ** NOTE ** [ATTENTION] SALES DEPARTMENT
 ORDER TYPE [N] BILL TO [1] TAX-1 [N] TERMS 2/10 NET 30
 SHIP VIA [T] REFER. # [PKG-1000] TAX-2 [1] ACCOUNT # C/L 1234567898
 F.O.B. [OP] REQ. # [981227] DEPT [105] USER-DEFINED-5
 CONFIRM [Y] REQ. IDC1 [DUE [861593] USER-DEFINED-6
 BUYER [1] AUTHORIZATION [1] SPECIAL INSTR. [1] P.O. TOTAL: 1450.00
 FUNCTION [F] SYSTEM MESSAGE

| ITEM | DESCRIPTION | QUANTITY | UNIT | PRICE | TOTAL |
|--------------|--------------------------------------|----------|------|--------|---------|
| 001 B1234567 | CARTON: 30" X 30" X 30" (STD. BROWN) | 5000 | | 0.2900 | 1450.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |

Fig. 15-8. Purchase Order Creation - P.O 2011

Say that you want to include information on this new order from a text file which contains specifications for Item Number B1234567. In this example the text file has been named B1234567 for easy reference.

P.O. WRITER PLUS allows you to reference one or more text files when creating an order. Text files can be used on any type of order (New, Blanket, Release, Contract, Request for Quote, or Cancellation). As mentioned earlier, the text file MUST be an ASCII file. The text file(s) can be created using any line editor or word processing package capable of creating an ASCII file.

P.O. WRITER PLUS comes with a default text editor. In the final lesson of this Tutorial you will learn how to change this default so that you can easily access your favorite word processing package directly from the P.O. WRITER PLUS P.O. Creation and Amendment Submodules.

In this lesson, however, you will be using the default editor and two ASCII files that were created for your use with this Tutorial. These two files were included on your P.O. WRITER PLUS disks and were placed on your hard disk - in your subdirectory called \POWRITER - when you installed the system.

For example purposes, say that you want to review the text file called B1234567 before including it on the final printed Purchase Order.

- To display the following message, press **SHIFT-F1**

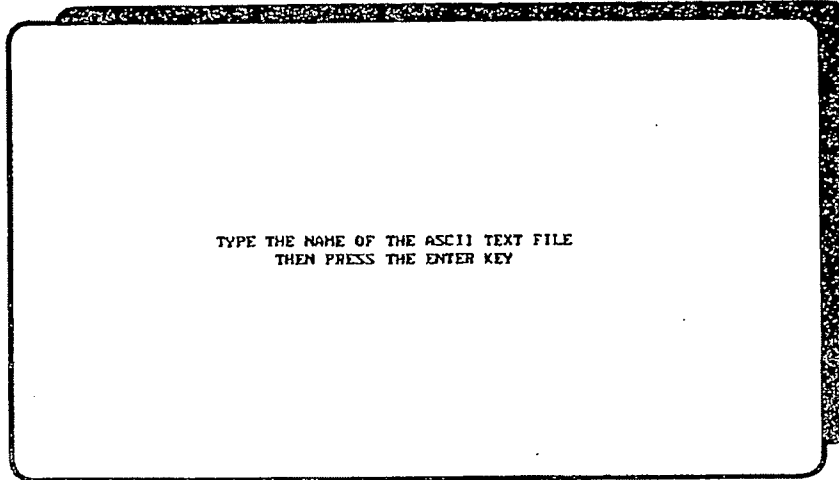


Fig.15-9. System Prompt For Text File Review

The system prompts you to type the name of the ASCII text file.

- Type **B1234567** [ENTER]

The system displays the contents of the text file - FOR REVIEW ONLY. Your screen looks as follows.

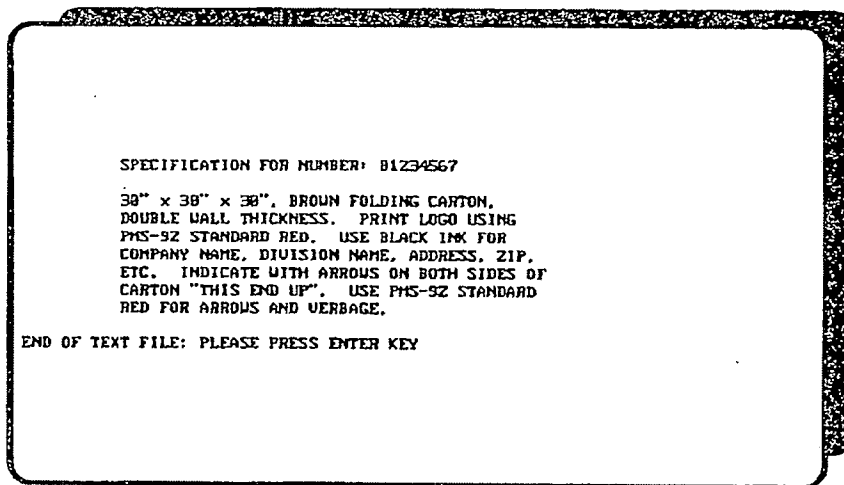


Fig.15-10. Text File B1234567 Displayed For Review

- To return to the P.O. Creation Screen, press [ENTER]

Complete the following steps to include the text file named B1234567 on Purchase Order Number 2011.

- To move the cursor to the DESCRIPTION field, press F5
- To move the cursor to the first blank line in the DESCRIPTION field, press F5 twice

2-15. Adding Extended Description

Tutorial - Advanced Features

- Type ^B1234567

The "^" character is referred to as a caret. A caret is typed by pressing SHIFT-6 on your regular keypad.

Your DESCRIPTION field looks as shown below.

DATE: 05/01/93 CO.:
 VENDOR NORTH AMERICAN PACKAGING SHIP TO OUR COMPANY HERE
 INAPC-1 CORPORATION (1) OUR DIVISION OR LOCATION
 9045 AMERICAN WAY AVE. OUR STREET HERE
 ST. LOUIS MO 65678 OUR CITY HERE OS 12345
 MM NOTE MM (ATTENTION: SALES DEPARTMENT
 ORDER TYPE(M) BILL TO(1) TAX-1(M)
 SHIP VIA (T) REFER.#(PKG-1000) TAX-2() TERMS 2/10 NET 30
 F.O.B. (OP) REQ.# (901227) DEPT (105) ACCOUNT # G/L 1234567890
 CONFIRM (Y) REQ. IDC1)DUE (061593) USER-DEFINED-5
 USER-DEFINED-6
 001 B1234567 CARTON: 30" X 30" X 5000 0.2900 1450.00
 30" (STD. BROWN) 0.0000 0.00
 0.0000 0.00
 0.0000 0.00
 0.0000 0.00
 0.0000 0.00
 0.0000 0.00
 0.0000 0.00
 0.0000 0.00
 0.0000 0.00
 BUYER (1) AUTHORIZATION (1) SPECIAL INSTR. (1) P.O. TOTAL: 1450.00
 FUNCTION () SYSTEM MESSAGE:

Fig.15-11. Description Field With Text File Name

- To move the cursor to the FUNCTION field, press F4
- Type P [ENTER]

Your printed Purchase Order Number 2011 with text file B1234567 looks as follows:

| ** PURCHASE ORDER ** | | | | | |
|---|-------------|---|-----|--------------------|-----------|
| P.O. NUMBER: 2011 | | | | | |
| DATE: 06/01/93 | | | | | |
| PAGE NO: 1 | | | | | |
| ORDER TYPE: NEW | | | | | |
| VENDOR NO: WAPC-1 | | SHIP VIA: JIM'S TRUCKING | | F.O.B.: OUR PLANT | |
| VEND: NORTH AMERICAN PACKAGING CORPORATION 9045 AMERICAN WAY AVE. SUITE 3 ST. LOUIS MO 45678 USA | | SHIP TO: OUR COMPANY HERE OUR DIVISION OR LOCATION OUR STREET HERE OUR CITY HERE OS 12345 USA | | | |
| NOTE: ATTENTION: SALES DEPARTMENT | | | | | |
| TERMS: 2/10 NET 30 | | TAX-1: NO | | B | |
| ACCT: C/L 1234567890 | | TAX-2: | | L | |
| DEPT: ACCT. | | DUE DATE: 06/15/93 | | L | |
| REF #: PKG-1000 | | CONFIRM: YES | | T | |
| | | | | O | |
| LN | ITEM NUMBER | DESCRIPTION | U/M | QUANTITY | PRICE PER |
| 001 | B1234567 | CARTON: 30" X 30" X 30" (STD. BROWN) | EA | 5000 | .2900 |
| SPECIFICATION FOR NUMBER: B1234567 | | | | | |
| 30" x 30" x 30", BROWN FOLDING CARTON, DOUBLE WALL THICKNESS. PRINT LOGO USING PMS-92 STANDARD RED. USE BLACK INK FOR COMPANY NAME, DIVISION NAME, ADDRESS, ZIP, ETC. INDICATE WITH ARROWS ON BOTH SIDES OF CARTON "THIS END UP". USE PMS-92 STANDARD RED FOR ARROWS AND VERBAGE. | | | | | |
| REQUISITIONER: SUE WARNER | | REQ. NO: 901227 | | PAGE TOTAL 1450.00 | |
| SPECIAL INSTRUCTIONS: ALL MATERIAL MUST BE INSPECTED. SEND INVOICES TO ACCTS. PAYABLE IN TRIPLICATE. | | | | P.O. TOTAL 1450.00 | |
| BUYER: ED SHYDER | | AUTHORIZATION: BOB THOMPSON | | | |
| X _____ | | X _____ | | | |

Fig.15-12. Printed Copy Of P.O. 2011, With Text File

Multiple Text Files On A P.O.

As mentioned earlier, multiple text files can be added to an order. Also, they can be used along with the Extended Description Window. There is no predefined limit to the number of text files that can be added to an order. The only limitation you need to be aware of is that P.O. WRITER PLUS will not print an order that is greater than 99 PAGES long.

Complete the following steps to add another text file to Purchase Order Number 2011. The new text file is named POLICY.

- To return to the Main Menu, press Esc
- To select P.O. AMENDMENT, type 4 [ENTER]
- In the PURCHASE ORDER NUMBER field, type 2011 [ENTER]

The P.O. Amendment Screen displays.

NOTE: If you wish to review the text file called POLICY before adding it to your order, press SHIFT-F1. Follow the instructions displayed on the screen to complete the review process. SHIFT-F1 works the same way in the Amendment Submodule as in the P.O. Create Submodule.

- Using the TAB and FUNCTION KEYS, edit your screen so that it looks as follows:

DATE: 05/01/93 CO.:
 VENDOR NORTH AMERICAN PACKAGING SHIP TO OUR COMPANY HERE
 [NAPC-1] CORPORATION [1] OUR DIVISION OR LOCATION
 9045 AMERICAN WAY AVE. OUR STREET HERE
 ST. LOUIS MO 65670 OUR CITY HERE 05 12345
 ** NOTE ** [ATTENTION: SALES DEPARTMENT]
 ORDER TYPE [] BILL TO [] TAX-1 [] TERMS 2/10 NET 30
 SHIP VIA [] REFER. # [PKG-1800] TAX-2 [] ACCOUNT # G/L 1234567890
 F.O.B. [] REQ. # [901227] DEPT [105] USER-DEFINED-5
 CONFIRM [] REQ. ID [] DUE [061593] USER-DEFINED-6

| ITEM | DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|------|-------------------------------------|----------|------------|---------|
| 001 | CARTON 36" X 36" X 36" (STD. BROWN) | 5000 | 0.2900 | 1450.00 |
| | POLICY | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |

BUYER [] AUTHORIZATION [] SPECIAL INSTR. [] P.O. TOTAL 1450.00
 FUNCTION [] SYSTEM MESSAGE:

Fig.15-13. Multiple Text Files

Check to make sure that your printer is on and has paper.

- To print your first Amendment to Purchase Order Number 2011, type P [ENTER]

Your printed Purchase Order Number 2011 looks as follows:

| ** PURCHASE ORDER ** | | | | | |
|---|-------------|---|-----|----------------------------|-----------|
| P.O. NUMBER: 2011 | | | | | |
| DATE: 06/01/93 | | | | | |
| PAGE NO: 1 | | | | | |
| ORDER TYPE: AMENDMENT 1 | | | | | |
| VENDOR NO: NACP-1 | | SHIP VIA: JIM'S TRUCKING | | F.O.D.: OUR PLANT | |
| VEND: NORTH AMERICAN PACKAGING CORPORATION 9045 AMERICAN WAY AVE. SUITE 3 ST. LOUIS MO 65678 USA | | SHIP TO: OUR COMPANY HERE OUR DIVISION OR LOCATION OUR STREET HERE OUR CITY HERE OS 12345 USA | | | |
| NOTE: ATTENTION: SALES DEPARTMENT | | | | | |
| TERMS: 2/10 NET 30 | | TAX-1: NO | | [B] | |
| ACCT: G/L 1234567890 | | TAX-2: | | [L] OUR COMPANY NAME | |
| DEPT: 105 | | DUE DATE: 06/15/93 | | [L] OUR DIVISION NAME HERE | |
| REF #: PKG-1000 | | CONFIRM: YES | | [L] OUR STREET ADDRESS | |
| | | | | [L] OUR TOWN OS 12345 | |
| | | | | [L] USA | |
| | | | | [D] | |
| LN | ITEM NUMBER | DESCRIPTION | U/M | QUANTITY | PRICE PER |
| 001 | 81234567 | CARTON: 30" X 30" X 30" (STD. BROWN) | EA | 5000 | .2900 |
| SPECIFICATION FOR NUMBER: 81234567 | | | | | |
| 30" x 30" x 30", BROWN FOLDING CARTON, DOUBLE WALL THICKNESS. PRINT LOGO USING PMS-92 STANDARD RED. USE BLACK INK FOR COMPANY NAME, DIVISION NAME, ADDRESS, ZIP, ETC. INDICATE WITH ARROWS ON BOTH SIDES OF CARTON "THIS END UP". USE PMS-92 STANDARD RED FOR ARROWS AND VERBAGE. | | | | | |
| PLEASE NOTE THE FOLLOWING: | | | | | |
| - WE WILL NOT BE RESPONSIBLE FOR GOODS SHIPPED WITHOUT OUR ORDER NUMBER. | | | | | |
| - DO NOT FILL ORDER IN EXCESS OF PRICES INDICATED OR PREVIOUSLY BILLED WITHOUT OBTAINING OUR APPROVAL. | | | | | |
| REQUISITIONER: SUE WARNER | | REQ. NO: 901227 | | PAGE TOTAL 1450.00 | |
| SPECIAL INSTRUCTIONS: ALL MATERIAL MUST BE INSPECTED. SEND INVOICES TO ACCTS. PAYABLE IN TRIPLICATE. | | | | P.O. TOTAL 1450.00 | |
| BUYER: ED SNYDER | | AUTHORIZATION: BOB THOMPSON | | | |
| X _____ | | X _____ | | | |

Fig.15-14. Printed Copy of P.O. 2011, With 2 Text Files

To this point you have learned that pressing SHIFT-F1 allows you to ACCESS and DISPLAY an ASCII text file that exists outside of P.O. WRITER PLUS. (By this we mean that the text file is a unique file and is not part of any P.O. WRITER PLUS Master (data) File.)

The two ASCII text files that you have used exist in the same subdirectory with the P.O. WRITER PLUS Programs and data files. As you will recall the subdirectory name is \POWRITER.

Text files DO NOT have to be maintained in the \POWRITER subdirectory in order for them to be used by the system. In fact, from a file and disk maintenance standpoint it is probably better if your text files are placed in a separate subdirectory. (Refer to your DOS Manual for additional information regarding subdirectories.)

If you choose to adopt the approach of maintaining a separate subdirectory for text files, REMEMBER that you must include a path statement before your text file name so that P.O. WRITER PLUS (and your line editor) can locate the file on your hard disk.

For example, say that your specification file called B1234567 was located in a subdirectory called \TEXTFILE. If you want to review B1234567 from the P.O. Create or Amendment Submodule, you would press SHIFT-F1. When the systems prompt for a file name you would type:

\TEXTFILE\B1234567

instead of B1234567 which you have used to this point.

NOTE: Keep subdirectory and file names as BRIEF as possible. The combination of the subdirectory name, "\" characters, and file name should NOT exceed 19 characters in total. (In the above example a total of 18 characters were used. By this example you can see that it is easy to consume characters quickly!)

Using The P.O. WRITER PLUS Text Editor

In addition to simply accessing and reviewing a text file from the P.O. Creation and Amendment Submodules you can also create, edit, and delete ASCII text files.

Complete the following steps to learn how to use the text editor feature of P.O. WRITER PLUS.

- Use the **Esc** key to return to the Main Menu.
- To select P.O. CREATE, type **1** **[ENTER]**
- In the ENTER ITEM NUMBER field, type **B1234567** **[ENTER]**

The P.O. History Card displays.

- In the ENTER VENDOR NUMBER field, type **NAPC-1** **[ENTER]**

The P.O. Creation Screen displays.

- To access the text editor, press **SHIFT-F2**

The program begins executing and the following displays on your screen:

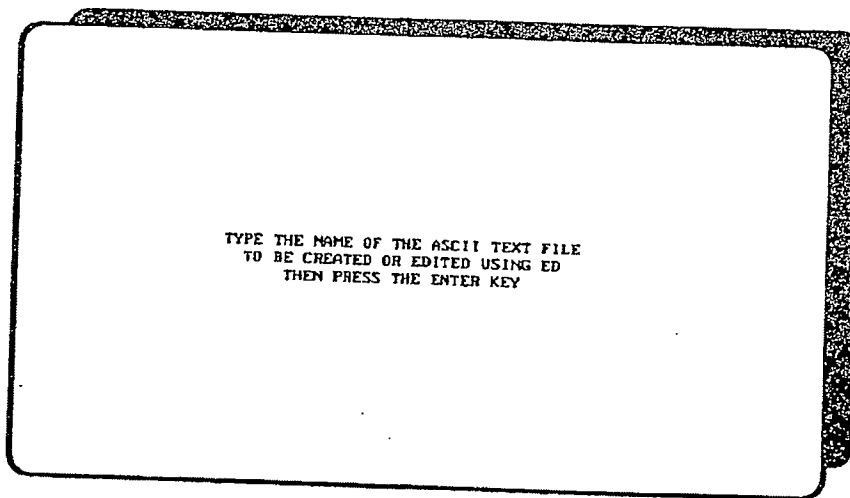


Fig.15-15. Accessing The P.O. WRITER PLUS Editor

NOTE: If the program returns to the P.O. Create Screen, make sure that the DOS file **COMMAND.COM** is located in the same subdirectory as **P.O. WRITER PLUS**.

- Type B1234567 [ENTER]

The system accesses the P.O. WRITER PLUS text editor and displays the text file as shown below.

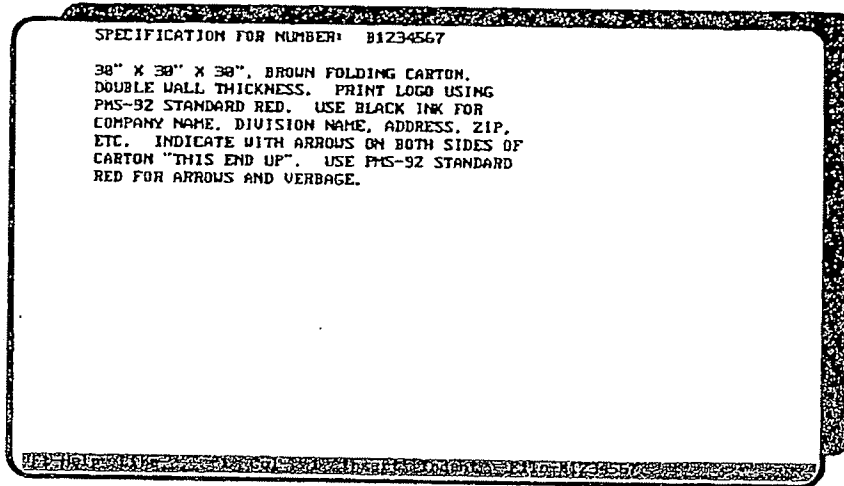


Fig. 15-16. Reviewing Text File B1234567

- To display the Help Screen for the P.O. WRITER PLUS text editor, press F1

The P.O. WRITER PLUS text editor employs the same commands and keystroke combinations commonly used in most popular word processors.

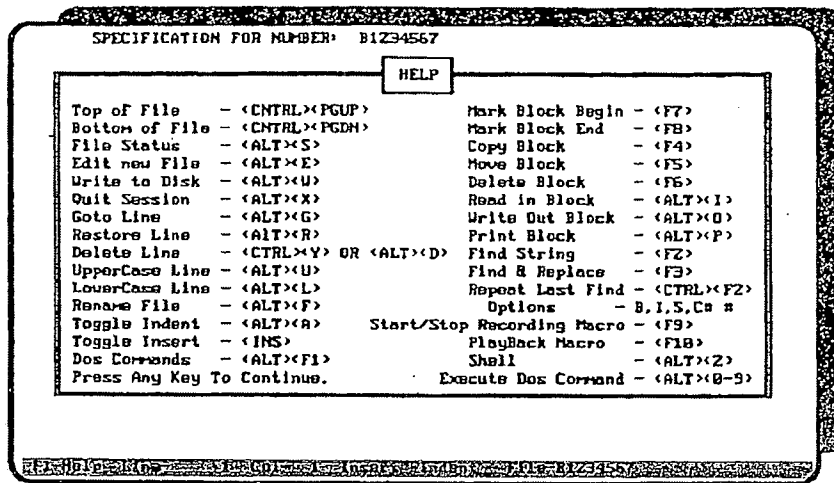


Fig.15-17. P.O. WRITER PLUS' Text Editor Help Screen

- To exit the text editor's Help Screen, press ANY KEY

Notice in the Help Screen, the ALT-X key combination is for "QUIT SESSION".

- To leave the text editor and return to the Purchase Order Screen, press ALT-X


```

DATE:06/01/93 CO.1
VENDOR NORTH AMERICAN PACKAGING
INAPC-1 CORPORATION
          9845 AMERICAN WAY AVE.
          ST. LOUIS MO 65678
** NOTE ** (ATTENTION: SALES DEPARTMENT
ORDER TYPE(IN) BILL TO(1 ) TAX-1(CN)
SHIP VIA (1J) REF.#(PKG-1000) TAX-2( ) TERMS 2/10 NET 30
F.O.B. (CP) REQ.# (991227 ) DEPT (ACCT. ) ACCOUNT # 6/L 1234567898
CONFIRM (V) REQ. 1D(1 )DUED [061593] USER-DEFINED-5
USER-DEFINED-6

```

| QUANTITY | DESCRIPTION | UNIT | QUANTITY | PRICE | TOTAL | |
|----------|-------------|--------------------------------------|----------|-------|--------|---------|
| 001 | 81234567 | CARTON: 30" X 30" X 30" (STD. BROWN) | EA | 5000 | 0.2900 | 1450.00 |
| | 81234567 | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |

```

BUYER (1 ) AUTHORIZATION (1 ) SPECIAL INSTR. (1 ) P.O. TOTAL: 1450.00
PURCHASE (0) SYSTEM MESSAGE:

```

- To move the cursor to the **FUNCTION** field, press **F4**
- To print P.O. Number 2008, type **P [ENTER]**

P.O. 2008 containing text file B1234567 looks as shown below.

| ** PURCHASE ORDER ** | | | | | | |
|---|-------------|---|-----------------------------|-------------------|-----------|---------|
| P.O. NUMBER: 2008 | | | DATE: 06/01/93 | | | |
| PAGE NO: 1 | | | ORDER TYPE: NEW | | | |
| VENDOR NO: NAPC-1 | | SHIP VIA: JIM'S TRUCKING | | F.O.B.: OUR PLANT | | |
| VEND: NORTH AMERICAN PACKAGING CORPORATION 9045 AMERICAN WAY AVE. SUITE 3 ST. LOUIS MO 45678 USA | | SHIP TO: OUR COMPANY HERE OUR DIVISION OR LOCATION OUR STREET HERE OUR CITY HERE OS 12345 USA | | | | |
| NOTE: ATTENTION: SALES DEPARTMENT | | | | | | |
| TERMS: 2/10 NET 30 | | TAX-1: NO | | B | | |
| ACCT: G/L 1234567890 | | TAX-2: | | L | | |
| DEPT: 105 | | DUE DATE: 06/15/93 | | L | | |
| REF #: PKG-1000 | | CONFIRM: YES | | T | | |
| | | | | D | | |
| LN | ITEM NUMBER | DESCRIPTION | U/M | QUANTITY | PRICE PER | |
| 001 | B1234567 | CARTON: 30" X 30" X 30" (STD. BROWN) | EA | 5000 | .2900 | |
| SPECIFICATION FOR NUMBER: B1234567 | | | | | | |
| 30" x 30" x 30", BROWN FOLDING CARTON, DOUBLE WALL THICKNESS. PRINT LOGO USING PMS-92 STANDARD RED. USE BLACK INK FOR COMPANY NAME, DIVISION NAME, ADDRESS, ZIP, ETC. INDICATE WITH ARROWS ON BOTH SIDES OF CARTON "THIS END UP". USE PMS-92 STANDARD RED FOR ARROWS AND VERBAGE. | | | | | | |
| REQUISITIONER: SUE WARNER | | REQ. NO: 901227 | | PAGE TOTAL | | 1450.00 |
| SPECIAL INSTRUCTIONS: ALL MATERIAL MUST BE INSPECTED. SEND INVOICES TO ACCTS. PAYABLE IN TRIPLICATE. | | | | P.O. TOTAL | | 1450.00 |
| BUYER: ED SNYDER | | | AUTHORIZATION: BOB THOMPSON | | | |
| X _____ | | | X _____ | | | |

Fig.15-19. Printed Copy of P.O. 2008 With Text File

Fig. 15-20. Importing A Text File From A Subdirectory

Keep subdirectory and file names **BRIEF**. You can see in the above example that the combination of the caret “^”, the backslash “\”, the subdirectory name, and the file name almost exceeded the 20 character limit.

Major Points To Remember - Extended Description Window

- ☐ The Extended Description Window allows for the addition of up to 400 additional characters.
- ☐ The Extended Description Window provides a word wrap feature, making it easy to use.
- ☐ Description added in this window can be printed on the P.O., or used for reference only.
- ☐ The size of the Extended Description Window can be defined in the Configuration File. The default size of the window is 20 lines of 20 characters. It can be changed to 10 lines of 40 characters.
- ☐ The Extended Description Window is accessible from the Item Master File, or directly while creating a Purchase Order.

Major Points To Remember - Text File Interface

- ☐ A text file may be any ASCII file.
- ☐ You can review a text file while creating or amending an order by pressing **SHIFT-F1**.
- ☐ You can also create, review, or update a text file while creating or amending an order by pressing **SHIFT-F2**.
- ☐ **P.O. WRITER PLUS** comes with a default text editor. The default can be changed.
- ☐ ASCII text files can be stored in the \POWRITER subdirectory, in another subdirectory, or on diskette.
- ☐ An ASCII text file (or multiple text files) can be used on an order regardless of the Order Type.
- ☐ An ASCII text file (or multiple text files) can be added to an order by preceding the file name with the caret ("^") character.
- ☐ The complete file name, including the "^", must fit in the DESCRIPTION field (on the P.O. Screen). This limits you to 19 characters for the name. This includes any disk identifier or subdirectory name.
- ☐ ASCII text files can be added in the description field at any time (in the middle of an item's description, in between line items, after the last line item on the order, etc.)
- ☐ Although not specifically demonstrated, it is important to know that the system does NOT check to make sure that a text file that you added to an order exists until you input a P or S and press the enter key.
- ☐ If the text file cannot be found when it is time to print or spool your order, you will receive an error message in the System Message Bar indicating which text file cannot be located. Correct the problem (create the file, include a path name, etc.) and try to print the order again. The order is not written to the P.O. History File (or printed) until all text file names are correct.

If you cannot fix the problem immediately, you can place the order in the HOLD File from the P.O. Creation Submodule until the problem can be resolved.

Free Form Text Window

Another way to add extended text to a P.O. is through the Free Form Text Window. This window can be used to add description for Item Master files, and "*" items. Through this window you can create text templates.

The Free Form text window allows up to 4000 characters of description, and provides word wrapping. Also, depending upon the P.O. WRITER PLUS Print Option you have selected, the Free Form text window can be 20 or 40 characters wide. This is defined in the Configuration File.

Text added in the Free Form text window differs from text added in the Extended Description window in that it is *not* tied to the Item Master File. It is tied directly to the P.O. This will be explained in further detail later in this lesson.

If you have not already done so, return to the P.O. WRITER PLUS Main Menu.

- To select P.O. Create, type 1 [ENTER]
- In the ENTER ITEM NUMBER FIELD, type *OAK DESK [ENTER]

NOTE: Remember, "*" items should only be used for 1-time purchases!

The P.O. Creation Screen displays.

- Fill in the P.O. information as shown below.

DATE: 06/01/93 CO. 1
 VENDOR BEST BUY SUPPLY
 112345 18000 BOX DIVISION
 692 HANOVER ST.
 CLEVELAND OH 44112
 SHIP TO []
 ** NOTE **
 ORDER TYPE: 1 BILL TO: [] TAX-1: [] TERMS NET 30
 SHIP VIA [] REFER. # [] TAX-2: [] ACCOUNT #
 F.O.B. [] REQ. # [] DEPT [] USER-DEFINED-5
 CONFIRM [] REQ. ID: [] DUE [06/15/93] USER-DEFINED-6

| ITEM NUMBER | DESCRIPTION | EA | QUANT | PRICE | TOTAL |
|---------------|--------------------|----|-------|-----------|-------|
| 001 *OAK DESK | EXECUTIVE OAK DESK | EA | 1 | 1459.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |

BUYER [] AUTHORIZATION [] SPECIAL INSTR. [] P.O. TOTAL: 0.00
 FUNCTION [] SYSTEM MESSAGE: DESC. RECORD ALREADY ON FILE

Fig. 15-21. P.O. Create Screen

- To move the cursor to the DESCRIPTION field, press F5
- To move the cursor down 1 line, press F5
- Press CTRL-F4

The FREE FORM text window displays as shown below.

DATE: 06/01/93
 VENDOR BES
 C12345 JBR0
 692
 CLE

FREE FORM
 TEXT FEATURE
 IN USE

LINE: 001 PAGE: 1
1.....2.....3.....4

MM NOTE MM []
 ORDER TYPE IN BILL TO [] TAX-1
 SHIP VIA [] REFER. BC [] TAX-2
 F.O.B. [] REQ. M [] DEPT
 CONFIRM [] REQ. ID [] DUE

| EDN | LINE NUMBER | DESCRIPTION |
|-----|-------------|--------------------|
| 001 | 001 | OAK DESK |
| | | EXECUTIVE OAK DESK |

BUYER [] AUTHORIZATION [] SPECI
 FUNCTION [] SYSTEM MESSAGE: DESC

Fig.15-22. Free Form Text Window

NOTE: The Free Form text window should be opened on the first available line of blank description

- Type text in the Free Form text window as shown on the following page

DATE: 06/01/93
 VENDOR: BES
 (12345 1890 692
 CLE

FREE FORM
 TEXT FEATURE
 IN USE

LINE: 001 PAGE: 1
1.....2.....3.....4
 THIS IS ADDITIONAL INFORMATION ADDED

MM NOTE MM []
 ORDER TYPE IN BILL TO [] TAX-1
 SHIP VIA [] REFER. # [] TAX-2
 F.O.B. [] REQ. # [] DEPT
 CONFIRM [] REQ. IDC [] JDL

001 OAK DESK EXECUTIVE OAK DESK

BUYER [] AUTHORIZATION [] SPECI
 FUNCTION [] SYSTEM MESSAGE

Fig.15-23. Adding Text In The Free Form Text Window

- Press Esc
- To save your entry, press [ENTER]

A window displays prompting you to name the text file. At this time you can enter a name for the file, or let the system assign one for you. If you choose to let the system assign the name, a 6 digit file name is assigned. The system assigns numbers starting with 000001. The system automatically assigns the next available number.

- To name the file, type DESK [ENTER]

The Free Form text window closes, and the DESCRIPTION field now contains the name of the file as shown below.

DATE: 06/01/99 CO. 1
 VENDOR: BEST BUY SUPPLY
 [12345] BROWN BOX DIVISION
 692 HANOVER ST.
 CLEVELAND OH 44112
 SHIP TO []
 MM NOTE MM []
 ORDER TYPE: IN BILL TO [] TAX-1: [] TERMS NET 30
 SHIP VIA [] REFER. BY [] TAX-2: [] ACCOUNT #
 F.O.B. [] REQ. # [] DEPT [] USER-DEFINED-5
 CONFIRM [] REQ. IDC [] DUE [061593] USER-DEFINED-6
 BUYER [] AUTHORIZATION [] SPECIAL INSTR. [] P.O. TOTAL: 0.00
 [] SYSTEM MESSAGE: DESC. RECORD ALREADY ON FILE

| ITEM | DESCRIPTION | QTY | UNIT | PRICE | TOTAL |
|------|--------------------|-----|------|-----------|-------|
| 001 | OAK DESK | 1 | | 1459.0000 | 0.00 |
| | EXECUTIVE OAK DESK | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |

Fig.15-24. Text Filename In Description Field

- To move the cursor to the FUNCTION field, press F4
- To print the P.O., type P [ENTER]

2-15. Adding Extended Description

Tutorial - Advanced Features

The printed P.O. looks as shown below.

| ** PURCHASE ORDER ** | | | | | |
|-----------------------|-------------|--|-----------------|----------|-----------|
| P.O. NUMBER: 2090 | | | DATE: 06/01/93 | | |
| PAGE NO: 1 | | | ORDER TYPE: NEW | | |
| VENDOR NO: 12345 | | SHIP VIA: | | F.O.B.: | |
| VEND: BEST BUY SUPPLY | | | SHIP TO: | | |
| BROWN BOX DIVISION | | | | | |
| 692 HANOVER ST. | | | | | |
| CLEVELAND | | | OH 44112 | | |
| US | | | | | |
| NOTE: | | | | | |
| TERMS: NET 30 | | TAX-1: | | [B] | |
| | | | | [I] | |
| ACCT: | | TAX-2: | | [L] | |
| | | | | [L] | |
| DEPT: | | DUE DATE: 06/15/93 | | [T] | |
| | | | | [O] | |
| REF #: | | CONFIRM: NO | | | |
| LN | ITEM NUMBER | DESCRIPTION | U/M | QUANTITY | PRICE PER |
| 001 | *OAK DESK | EXECUTIVE OAK DESK THIS IS ADDITIONAL INFORMATION ADDED THROUGH THE FREE FORM TEXT WINDOW. | EA | 1 | 1459.0000 |
| REQUISITIONER: | | REQ. NO: | PAGE TOTAL | | 1459.00 |
| SPECIAL INSTRUCTIONS: | | P.O. TOTAL | | 1459.00 | |
| BUYER: | | AUTHORIZATION: | | | |
| X _____ | | X _____ | | | |

The Free Form text file named DESK can be recalled on a new P.O. It can be used as is, or modified and resaved.

- To exit the P.O. Creation Screen, press ESC
- In the ITEM NUMBER field, type *MAPLE DESK [ENTER]

Fill in the P.O. information as shown below.

DATE: 06/01/93 CO.:
 VENDOR: BEST BUY SUPPLY
 12345 BROWN BOX DIVISION
 692 HANOVER ST.
 CLEVELAND OH 44112
 SHIP TO: []
 MM NOTE MM []
 ORDER TYPE: [] BILL TO: [] TAX-1: [] TERMS: NET 30
 SHIP VIA: [] REFER. # [] TAX-2: [] ACCOUNT # []
 F.O.B. [] REQ. # [] DEPT: [] USER-DEFINED-5 []
 CONFIRM [] REQ. ID: [] DUE (061593) USER-DEFINED-6 []

| ITEM | DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|------|------------------|----------|------------|-------|
| 001 | *MAPLE DESK | 1 | 999.0000 | 0.00 |
| | SECRETARIAL DESK | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |

BUYER [] AUTHORIZATION [] SPECIAL INSTR. [] P.O. TOTAL: 0.00
 FUNCTION: [] SYSTEM MESSAGE:

Fig.15-25. P.O. Creation Screen

- To move the cursor to the DESCRIPTION field, press F5
- To move the cursor down one line, press F5
- In the DESCRIPTION field, type *TEXT DESK
- To open the Free Form text window and display the text file DESK, press CTRL-F4

2-15. Adding Extended Description

Tutorial - Advanced Features

The file can be used as is, or modified.

- Modify the file as shown below.

Fig. 15-26. Modifying Free Form Text

- After making the changes, press ESC

The system prompts SAVE CHANGES/DON'T SAVE CHANGES.

- To save changes, press [ENTER]

The system prompts for a filename.

- Type DESK-MAPLE [ENTER]
- To move the cursor to the FUNCTION field, press F4
- To print the P.O., type P [ENTER]

Additional Information Regarding the Free Form Text Window

As stated earlier, text added in the Free Form window is tied directly to the P.O. This means that 2 or more text files can share the same name, but the contents may differ. Although text files can share the same name, each one is a unique file. This is because they are tied to the P.O. number.

When using a previously created Free Form text file on a new P.O., the contents may differ from what you expect. If a Free Form text file appears on more than one P.O., the content is always pulled from the P.O. with the highest number!

A list of Free Form text files, and their contents, can be viewed through FILE LIST/INQUIRIES.

- Return to the P.O. WRITER PLUS Main Menu
- To select FILE LIST/INQUIRY, type 7 [ENTER]

The FILE LIST/INQUIRIES Menu displays as shown.

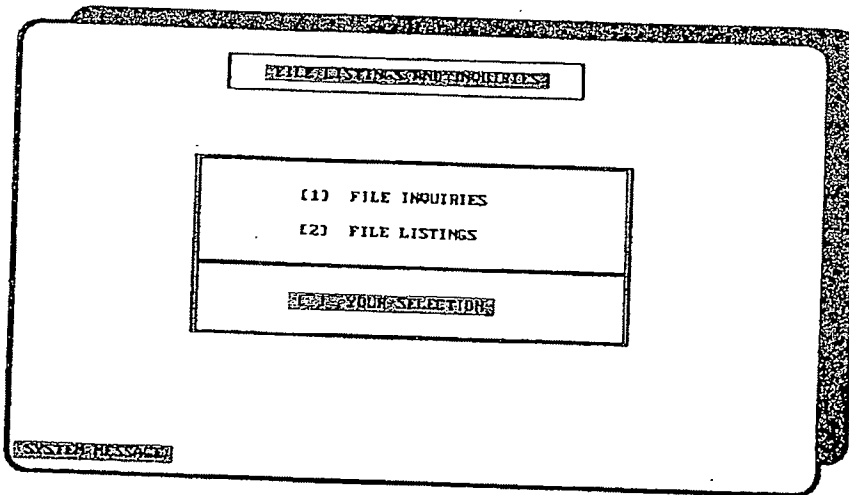


Fig.15-27. File List/Inquiry Menu

- To select FILE INQUIRIES, type 1 [ENTER]

Free Form text files can be displayed by filename, or by P.O. Number.

FILE INQUIRY SCREEN

DISPLAY ALL ☒ Y=YES STARTING WITH

| | | |
|--------------------------|-----|-----|
| ITEM - NUMBER | [] | [] |
| ITEM - DESC. SORT | [] | [] |
| ITEM - COMMODITY SORT | [] | [] |
| VENDOR - NUMBER | [] | [] |
| VENDOR - NAME SORT | [] | [] |
| FREE FORM TEXT - BY NAME | [] | [] |
| FREE FORM TEXT - BY P.O. | [] | [] |

SYSTEM MESSAGE

Fig.15-28. File Inquiry Screen

- In the DISPLAY ALL column for FREE FORM TEXT - BY NAME , type Y [ENTER]

A list of all Free Form text files displays.

NOTE: The list of text files is displayed in order by TEXT NAME, using the ASCII Collating Sequence (for more information regarding the ASCII Collating Sequence, see Appendix B).

In the example below, several text files have the name DESK. They are made unique by the P.O. number displayed in the first column. Each file named DESK actually contains different description.

| P.O. NO. | TEXT NO. | TEXT NAME |
|----------|----------|------------|
| 28300001 | 000001 | DESK |
| 28300002 | 000002 | DESK-HAPLE |

PRESS: F9 - to page forward: F10 - to page backward: Shift-F4 - to view

SYSTEM MESSAGE

Fig. 15-29. List of Text Files

The contents of a text file can be displayed:

- To highlight the text file press TAB
- To view the file, press SHIFT-F4

The Free Form text window opens as shown below.

The screenshot shows a window titled 'FREE FORM TEXT FEATURE IN USE'. It contains a table with three columns: 'LINE:', 'TEXT', and 'PAGE:'. The 'LINE:' column has values 1, 2, 3, and 4. The 'TEXT' column contains the text 'THIS IS A SAMPLE OF A LINE OF TEXT ADDED THROUGH THE FREE FORM TEXT WINDOW.' The 'PAGE:' column has the value 1. Below the table, there is a prompt 'PRESS: F9 - to page forward: F10' and a 'SYSTEM ERROR' message.

Fig.15-30. Reviewing Contents of Text File

Text files can be viewed, but not edited in the Inquiry Screen.

Major Points To Remember - Free Form Text Window

- ☐ The Free Form text window can be used to add description to both Item Master and "*" items.
- ☐ The Free Form text window allows up to 4000 additional characters of description, and provides word wrapping.
- ☐ The Free Form text window can be set to 20 or 40 characters wide, depending upon your P.O. WRITER PLUS Print Option.
- ☐ Text files can be given a name, or the system will assign a six digit filename for you.
- ☐ Two or more text files can share the same name, but their contents may differ. This is because Free Form text files are tied directly to the Purchase Order.
- ☐ If a Free Form text file with the same name appears on more than one P.O., the content is always pulled from the P.O. with the highest number.
- ☐ A list of Free Form text files, and their contents, can be viewed through FILE LIST/INQUIRIES.
- ☐ Free Form text files are deleted with the Purchase Order. This is accomplished using UTILITIES.

2-15. Adding Extended Description

Tutorial - Advanced Features

2-178

American Tech, Inc.

SAP_0803476

ePLUS0291978

16. Using The Line Window

Comments

There may be times when one or more items on your P.O. may require different information than that contained in the "header" of the Purchase Order. For example, you may wish to charge a different Account Code for a particular item. Information entered in the Line Window over-rides the header information. This allows you to enter different information for each item on your Purchase Order.

The P.O. WRITER PLUS Line Window can be used for any or all Line Items on a Purchase Order.

The P.O. WRITER PLUS Line Window Fields are:

- DUE DATE
- ACCOUNT #
- REQ. #
- REQ ID
- DEPT #
- TAX-1
- TAX-2
- FRACTIONAL QTY. - If you must order a FRACTIONAL quantity of an item, this field is used instead of the QUANT field on the P.O. CREATION screen.
- The TAX-1 AND TAX-2 fields are used when some of the Line Items on the P.O. have tax applied, while others don't; or when items have varying tax amounts applied.

There are also 2 USER DEFINED FIELDS available. These are defined in the P.O. WRITER PLUS Setup File.

NOTE: *The Print Option that you have selected determines if the information in the Line Window is printed on the Purchase Order. Your Print Option may not print any or all of the entry in the Line Window Fields. If this is the case, the Line Window can be used for reference only!*

2-16. Using The Line Window

Tutorial - Advanced Features

In an earlier lesson, you created a multiple line P.O. and assigned it Number 2005. In this lesson, you will create a P.O. using the SIMILAR TO feature, and use the Line Window to change the information for one of the items.

If you have not already done so, return to the P.O. WRITER PLUS Main Menu.

- To select P.O. CREATE, type 1 [ENTER]
- To move the cursor to the SIMILAR TO P.O. NUMBER Field, press TAB

| P.O. WRITER PLUS LINE WINDOW | | |
|---|--------|--|
| ENTER ITEM NUMBER | [] | Enter a valid Item Number to display the History Card or use asterisk (*) feature. |
| SIMILAR TO P.O. NUMBER | [2005] | Enter P.O. Number. System will retrieve and display order from P.O. HISTORY File. |
| ENTER P.O. NUMBER or REQUISITION NUMBER | [] | Enter P.O. / Requisition Number. System will retrieve P.O. / Requisition from the HOLD File. |

PRESS: SHIFT/F4 - TO DISPLAY ITEM MASTER or HOLD FILE
 FB - TO ADD AN ITEM TO THE ITEM MASTER FILE

SYSTEM MESSAGE

Fig 16-1. Similar To - P.O. 2005

- Type 2005 [ENTER]

An exact replica of P.O. Number 2005 displays.

As shown below, next to the TOTAL field is a "W".

DATE:06/01/93 CO.:
 VENDOR BEST BUY SUPPLY
 (12345 1800M BOX DIVISION
 692 HANOVER ST.
 CLEVELAND OH 44112
 MM NOTE MM (ATTENTION: SALES DEPARTMENT
 ORDER TYPE(IN) BILL TO(1) TAX-1(IN)
 SHIP VIA (1) REFER.#(PKG-1000) TAX-2()
 F.O.B. (01) REQ.# (65783) DEPT (ACCT.)
 CONFIRM (1) REQ. ID(1) DUE ()
 BUYER (1) AUTHORIZATION (1) SPECIAL INSTR. (1) P.O. TOTAL: 1800.00
 SYSTEM MESSAGE: PRESS shift-F5 TO REVIEW ADJUSTMENT

SHIP TO OUR COMPANY HERE
 (1) OUR DIVISION OR LOCATION
 OUR STREET HERE
 OUR CITY HERE OS 12345

TERMS NET 30
 ACCOUNT # G/L 1234567890
 USER-DEFINED-5
 USER-DEFINED-6

| LINE | QUANTITY | DESCRIPTION | UNIT | PRICE | TOTAL |
|------|----------|---|------|--------|---------|
| 001 | 2000 | CARTON 12 X 12 X 12 WHITE KRAFT THIS IS ADDITIONAL INFORMATION TO DES- CRIBE ITEM NUMBER A1000 | EA | 0.7500 | 1500.00 |
| 002 | 1000 | CARTON 18" X 18" X 18" (STD. WHITE) THIS IS ADDITIONAL INFORMATION FOR THIS | EA | 0.2400 | 240.00 |

Line Window Column

Fig.16-2. Line Window Column

This is the Line Window column. The Line Window is accessible in the same manner as any other window in P.O. WRITER PLUS... by placing the cursor in the field (in this case column), and pressing SHIFT-F4.

2-16. Using The Line Window

Tutorial - Advanced Features

- In the P.O. NO. field, type 2009
- To move the cursor to the DESCRIPTION field, press F5
- To move the cursor to the Line Window field, press TAB 5 times
- To open the Line Window for Item A1000, press SHIFT-F4

DATE: 06/01/93 CO.:
 VENDOR: BEST BUY SUPPLY
 112345 BROWN BOX DIVISION
 692 HANOVER ST.
 CLEVELAND OH 44112

SHIP TO OUR COMPANY HERE
 11 OUR DIVISION OR LOCATION

MM NOTE MM ATTENTION: SALES DEPART
 ORDER TYPE(N) BILL TO(1) TAX
 SHIP VIA (JJ) REFER. # (PKG-1000) TAX
 F.O.B. (OL) REQ. # (65789) DEP
 CONFIRM (Y) REQ. ID(1) 3DUE

LINE: 001 ITEM: A1000

DUE DATE [] / []
 ACCOUNT # []
 REQ. # []
 REQ. ID []
 DEPARTMENT []
 USER-DEFINED-7 []
 USER-DEFINED-8 []
 TAX-1 []
 TAX-2 []
 FRACTIONAL QTY. [] 0.0000

001 A1000 CARTON 12 X 12 X
 WHITE KRAFT
 THIS IS ADDITION
 INFORMATION TO D
 CRIBE ITEM NUMBE
 A1000

002 A2000 CARTON 18" X 18"
 18" (STD. WHITE)
 THIS IS ADDITION
 INFORMATION FOR

BUYER (1) AUTHORIZATION (1) SPE
 FUNCTION () SYSTEM MESSAGE: PRESS shift-F5 TO REVIEW ADJUSTMENT

F9 - View next line
 F10 - View previous line
 shift-F4 - Invoke window

Fig. 16-3. Line Window For A1000

As you can see in the header of the window, this information pertains to LINE 001 - ITEM A1000

When a Purchase Order contains multiple Line Items, use the F9 and F10 keys to page forward and backwards through the Line Window for each Line Item.

For this example, Item A1000 requires a different DUE DATE, ACCOUNT #, and REQ. ID.

Also, Item A1000 requires 5.25% tax, while Item A2000 does not. (Remember, in Lesson 2, a Tax Code of "J" was added for 5.25%)

- In the DUE DATE field, type 061593
- In the ACCOUNT # field, type G/L 092687
- In the REQ. ID field, type 1
- In the TAX-1 field, type J

Your Line Window looks as follows:

DATE: 06/01/93 CO. 1
 VENDOR BEST BUY SUPPLY
 (12345) BROWN BOX DIVISION
 692 HANOVER ST.
 CLEVELAND OH 44112
 SHIP TO OUR COMPANY HERE
 (1) OUR DIVISION OR LOCATION

NOTE ** ATTENTION: SALES DEPART
 ORDER TYPE(IN) BILL TO(1) TAX
 SHIP VIA (J) REFER. # (PKG-1000) TAX
 F.O.B. (OL) REQ. # (65783) DEP
 CONFIRM (Y) REQ. ID(1) DUE

001 A1000 CARTON 12 X 12 X 18
 WHITE KRAFT
 THIS IS ADDITION
 INFORMATION TO D
 CRIBE ITEM NUMBE
 A1000
 002 A2000 CARTON 10 X 10 X 18
 (STD. WHITE)
 THIS IS ADDITION
 INFORMATION FOR

LINE: 001 ITEM: A1000
 DUE DATE (06/15/93)
 ACCOUNT # (G/L 092687)
 REQ. # ()
 REQ. ID (1)
 DEPARTMENT ()
 USER-DEFINED-7 ()
 USER-DEFINED-8 ()
 TAX-1 (J)
 TAX-Z ()
 FRACTIONAL QTY. (0.0000)

F9 - View next line
 F10 - View previous line
 shift-F4 - Invoke windows

BUYER (1) AUTHORIZATION (1) SPE
 FUNCTION () SYSTEM MESSAGE: PRESS shift-F5 TO REVIEW ADJUSTMENT

Fig 16-4. Line Window Entry For A1000

- To close the Line Window, press Esc

NOTE: You can select a Master File code by opening a window and using the "point & shoot" method. This is accomplished in the same manner as in the "header" fields. For example, place the cursor in the Account # field. Press SHIFT-F4. A window displays all Account Code Master Files. Highlight the desired file. Press SHIFT-F3 to select the Account Code.

In the Line Window column there is now a Y. This indicates that information has been added to this window.

DATE: 06/01/93 CO.: 000000012009 PAGE 1
 VENDOR: BEST BUY SUPPLY SHIP TO OUR COMPANY HERE
 (12345) BROWN BOX DIVISION (1) OUR DIVISION OR LOCATION
 692 HANOVER ST. OUR STREET HERE
 CLEVELAND OH 44112 OUR CITY HERE OS 12345
 MM NOTE MM (ATTENTION: SALES DEPARTMENT)
 ORDER TYPE(M) BILL TO(1) TAX-1(M) TERMS NET 30
 SHIP VIA (J) REFER.#(PKG-1000) TAX-2(I) ACCOUNT # G/L 1234567890
 P.O.B. (OL) REQ.# 165783 DEPT (ACCT.) USER-DEFINED-5
 CONFIRM (Y) REQ. ID(1) IDUE () USER-DEFINED-6

| LINE | ITEM | DESCRIPTION | QUANTITY | UNIT | PRICE | TOTAL |
|------|-------|---|----------|------|--------|---------|
| 001 | A1000 | CARTON 12 X 12 X 12 WHITE KRAFT THIS IS ADDITIONAL INFORMATION TO DES- CRIBE ITEM NUMBER A1000 | 2000 | EA | 0.7800 | 1560.00 |
| 002 | A2000 | CARTON 10" X 10" X 10" (STD. WHITE) THIS IS ADDITIONAL INFORMATION FOR THIS | 1000 | EA | 0.2400 | 240.00 |

BUYER (1) AUTHORIZATION (1) SPECIAL INSTA. (1) P.O. TOTAL: 1800.00
 FUNCTION () SYSTEM MESSAGE:

Line Window Indication

Fig.16-5. Line Window Entry Indication

THE SETUP FILE AND THE LINE WINDOW

There are several options in the **P.O. WRITER PLUS** Setup File that affect the Line Window:

- The Setup File can force the ACCOUNT # to be verified against the Master File (the default is NO).
- The Setup File can force the REQ. ID to be verified against the Master File (again, the default is NO).
- In the Setup File, you can specify whether the information in the Line Window will be used the next time you create a P.O. for this item.
- In the Setup File you can specify whether the Due Date in the Line Window will be used the next time you create a P.O. for this item.

For more information on the Setup File, see *Chapter 4 - Using P.O. WRITER PLUS*.

- To CHECK the P.O., press **[ENTER]**

Again, the P.O. TOTAL field does not reflect the 5.25% TAX amount added to Line Item 001. It will be added to the total on the printed Purchase Order.

- To move the cursor to the FUNCTION field, press **F4**
- To print the P.O., type **P** **[ENTER]**

2-16. Using The Line Window

Tutorial - Advanced Features

As stated at the beginning of this lesson, the **P.O. WRITER PLUS** Print Option that you have selected will determine the appearance of the final printed Purchase Order.

| ** PURCHASE ORDER ** | | | | | | |
|--|-------------|--|-----------------------------|----------------------|--------------------|--|
| | | | P.O. NUMBER: 2009 | | | |
| | | | DATE: 06/01/93 | | | |
| | | | PAGE NO: 1 | | | |
| | | | ORDER TYPE: NEW | | | |
| VENDOR NO: 12345 | | SHIP VIA: JIM'S TRUCKING | | F.O.B.: OUR LOCATION | | |
| VEND: BEST BUY SUPPLY | | SHIP TO: OUR COMPANY HERE | | | | |
| BROWN BOX DIVISION | | OUR DIVISION OR LOCATION | | | | |
| 692 HANOVER ST. | | OUR STREET HERE | | | | |
| CLEVELAND OH 44112 | | OUR CITY HERE OS 12345 | | | | |
| US | | USA | | | | |
| NOTE: ATTENTION: SALES DEPARTMENT | | | | | | |
| TERMS: NET 30 | | TAX-1: NO | | B | | |
| ACCT: G/L 1234567890 | | TAX-2: | | L | | |
| DEPT: 105 | | DUE DATE: 06/15/93 | | L | | |
| REF #: PKG-1000 | | CONFIRM: YES | | T | | |
| | | | | O | | |
| LN | ITEM NUMBER | DESCRIPTION | U/M | QUANTITY | PRICE PER | |
| 001 | A1000 | CARTON 12 X 12 X 12 WHITE KRAFT THIS IS ADDITIONAL INFORMATION TO DES- CRIBE ITEM NUMBER A1000 | EA | 2000 | .7800 | |
| 002 | A2000 | CARTON 10" X 10" X 10" (STD. WHITE) THIS IS ADDITIONAL INFORMATION FOR THIS ITEM ON THIS P.O. NUMBER 2005 | EA | 1000 | .2400 | |
| REQUISITIONER: SUE WARNER | | | REQ. NO: 65783 | | PAGE TOTAL 1800.00 | |
| SPECIAL INSTRUCTIONS: ALL MATERIAL MUST BE INSPECTED. | | | ADJUSTMENT | | 50.00- | |
| SEND INVOICES TO ACCTS. | | | TAX | | I: 61.90 | |
| PAYABLE IN TRIPLICATE. | | | P.O. TOTAL | | 1831.90 | |
| BUYER: ED SNYDER | | | AUTHORIZATION: BOB THOMPSON | | | |
| X _____ | | | X _____ | | | |

Fig. 16-6. Printed Copy of P.O. 2009

Ordering Fractional Quantities

The P.O. WRITER PLUS Line Window is also used to order FRACTIONAL QUANTITIES of an item.

If you have not already done so, return to the P.O. CREATION Selection screen:

| P.O. CREATION SELECTION SCREEN | | |
|---|-----|--|
| ENTER ONLY ONE ENTER PLEASE | | |
| ENTER ITEM NUMBER [F4] | [] | Enter a valid Item Number to display the History Card or use asterisk (*) feature. |
| SIMILAR TO P.O. NUMBER [F5] | [] | Enter P.O. Number. System will retrieve and display order from P.O. HISTORY file. |
| ENTER P.O. NUMBER or REQUISITION NUMBER | [] | Enter P.O. / Requisition Number. System will retrieve P.O. / Requisition from the HOLD file. |

[F6] SHIFT/F4 - TO DISPLAY ITEM MASTER or HOLD FILE
 FB - TO ADD AN ITEM TO THE ITEM MASTER FILE

SYSTEM PRESS [F7]

Fig.16-7. P.O. Creation Selection Screen

2-16. Using The Line Window

Tutorial - Advanced Features

For this example, you will add an Item Master Record for A3000.

- To access the ITEM MASTER FILE MAINTENANCE Screen, press F8
- Enter the Item Master Record as shown below.

Notice that the UNIT OF MEASURE AND PRICING UNIT OF MEASURE is "M". This is one way to indicate that this item is purchased in lots of 1000.

ITEM MASTER FILE MAINTENANCE

| | | |
|--|------------------------|-----------|
| ITEM NUMBER | [A3000] | |
| DESCRIPTION #1 | [CARTON: INSERTS FOR] | |
| DESCRIPTION #2 | [INNER BOX CORNERS] | |
| UNIT OF MEASURE | [M] | |
| STANDARD COST | [7.5000] | |
| CURRENCY | [] | |
| PRICING U/M | [M] | |
| PRICE FACTOR | [0.0000] | |
| LEAD TIME | [3] | |
| COMMODITY | [PACKAGE] | |
| CATALOG ID | [BEST BUY] | |
| STATUS | [A] | |
| TAX-1 | [M] | TAX-Z [] |
| LAST ACCESS DATE | [/ /] | |
| ADDITIONAL DATA » | | |
| F1 = Help F2 = Delete F9/F10 = Next/previous item | | |
| F4 = View/update extended description/user data/inventory data | | |

SYSTEM MESSAGE

Fig.16-8. Item Master - Adding Item A3000

- Press Esc
- To highlight SAVE AND EXIT, press TAB
- Press [ENTER]

The P.O. CREATION Selection Screen displays.

- In the ENTER ITEM NUMBER field, type A3000

Fig. 16-9. History Card For A3000 With U/M of "M"

- American Tech, Inc.**

The P.O. Creation Screen displays. Enter the information as shown for P.O. 2012:

| DATE: 06/01/99 CO.: | | SHIP TO OUR COMPANY HERE | | PAGE 1 | |
|---|---------------------|--------------------------|--------|--------------------------|-------|
| VENDOR BEST BUY SUPPLY | | OUR DIVISION OR LOCATION | | | |
| 12345 BROWN BOX DIVISION | | OUR STREET HERE | | | |
| 692 HANOVER ST. | | OUR CITY HERE | | OS 12345 | |
| CLEVELAND OH 44112 | | | | | |
| MM NOTE MM ISEND ATT: S. WARNER | | | | | |
| ORDER TYPE(M) BILL TO(1) | | TAX-1(M) | | TERMS NET 30 | |
| SHIP VIA (U) REFER. # (PKG-2888) | | TAX-2(1) | | ACCOUNT # G/L 1234567890 | |
| F.O.B. (DP) REQ. # (901277) | | DEPT (105) | | USER-DEFINED-5 | |
| CONFIRM (N) REQ. ID(1) | | IDUE (061533) | | USER-DEFINED-6 | |
| QUANT | DESCRIPTION | UNIT | QUANT | PRICE | TOTAL |
| 001 A3000 | CARTON: INSERTS FOR | EA | 7.5000 | 0.00 | 0.00 |
| | INNER BDX CORNERS | | 0.0000 | 0.00 | 0.00 |
| | | | 0.0000 | 0.00 | 0.00 |
| | | | 0.0000 | 0.00 | 0.00 |
| | | | 0.0000 | 0.00 | 0.00 |
| | | | 0.0000 | 0.00 | 0.00 |
| | | | 0.0000 | 0.00 | 0.00 |
| | | | 0.0000 | 0.00 | 0.00 |
| | | | 0.0000 | 0.00 | 0.00 |
| BUYER (1) AUTHORIZATION (1) SPECIAL INSTR. (1) P.O. TOTAL | | | | 0.00 | |
| FUNCTION (5) SYSTEM MESSAGE: | | | | | |

Fig.16-10. P.O 2012 - Screen Entry

- To CHECK the P.O., press [ENTER]

The SYSTEM MESSAGE displays:

QUANTITY FOR ITEM ON LINE 001 MUST BE ENTERED

The cursor is now located in the QUANT field.

- To move the cursor to the Line Window column, press TAB 3 times.
- To open the Line Window for A3000, press SHIFT-F4

Item A3000 is usually ordered in lots of 1000. In this case, you need to order 5,250. The FRACTIONAL QUANTITY is the only field that needs to be entered for this item. The rest of the information will be pulled from the header.

- To move the cursor to the FRACTIONAL QTY. field, press TAB 11 times
- Type 5
- Press TAB

The cursor moves to the right of the decimal.

- Type 25

Your Line Window for Item A3000 looks as shown below:

DATE: 06/01/93 CO.: 1
 VENDOR: BEST BUY SUPPLY
 12345 38800 BOX DIVISION
 652 HANOVER ST.
 CLEVELAND OH 44112
 MM NOTE MM SEND ATT: S. WARNER
 ORDER TYPE: IN BILL TO: 1 TAX
 SHIP VIA: 1 REFER.: 1 (PKG-2800) TAX
 F.O.B.: 1 (OP) REQ. #: 1 (901277) DEP
 CONFIRM: 1 (NO) REQ. ID: 1 IDUE
 LINE: 001 ITEM: A3000
 DUE DATE: 1/1/1
 ACCOUNT: 1
 REQ. #: 1
 REQ. ID: 1
 DEPARTMENT: 1
 USER-DEFINED-7: 1
 USER-DEFINED-8: 1
 TAX-1: 1
 TAX-2: 1
 FRACTIONAL QTY.: 5.2500
 F9 - View next line
 F10 - View previous line
 shift-F4 - Invoke windows
 BUYER: 1 AUTHORIZATION: 1 SPE
 SYSTEM MESSAGE: QUANTITY FOR ITEM ON LINE 001 MUST BE ENTERED

Fig.16-11. Line Window For A3000

- To close the Line Window, press Esc

2-16. Using The Line Window

Tutorial - Advanced Features

Notice that the Line Window column displays an F. This indicates that there is a FRACTIONAL QUANTITY entered for this Line Item. Also, the QUANT field is blank

DATE: 06/01/93 CO. 1
 VENDOR: BEST BUY SUPPLY
 (12345) 1BROWN BOX DIVISION
 692 HANOVER ST.
 CLEVELAND OH 44112

SHIP TO OUR COMPANY HERE
 (1) OUR DIVISION OR LOCATION
 OUR STREET HERE
 OUR CITY HERE OS 12345

NOTE: (SEND ATT: S. WARNER)
 ORDER TYPE: (M) BILL TO: (1) TAX-1: (M) TAX-2: (1) TERMS: NET 30
 SHIP VIA: (U) REFER. # (PKG-Z000) TAX-2: (1) ACCOUNT # G/L 1234567890
 F.O.B. (OP) REQ. # (981277) DEPT (105) USER-DEFINED-5
 CONFIRM (M) REQ. ID: (1) JDUE (061593) USER-DEFINED-6

| LINE | QUANTITY | UNIT | DESCRIPTION | PRICE | TOTAL |
|------|----------|------|--|--------|-------|
| 001 | 0.0000 | | CARTON: INSERTS FOR INNER BOX CORNERS | 7.5000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |

BUYER (1) AUTHORIZATION (1) SPECIAL INSTR. (1) P.O. TOTAL: 0.00
 (1) SYSTEM MESSAGE: QUANTITY FOR ITEM ON LINE 001 MUST BE ENTERED

Indication of Fractional Qty.

Fig.16-12. Line Window Column Indicating Fractional Qty.

- To CHECK your P.O., press [ENTER]

As shown, the TOTAL column for Line Item 001 and the P.O. TOTAL are automatically filled in.

NOTE: The actual factor of:

PRICE (7.5) X FRACTIONAL QUANTITY (5.250) = 39.375

In this case, P.O. WRITER PLUS rounds the price up to the nearest cent (39.38).

```

DATE: 05/01/93 CO.:
VENDOR BEST BUY SUPPLY
(12345) BROWN BOX DIVISION
        692 HAMOVER ST.
        CLEVELAND OH 44112
MM NOTE MM (SEND ATT: S. WARNER
ORDER TYPE: (U) BILL TO: ( ) TAX-1 (N)
SHIP VIA (U) REFER. # (PKG-2800) TAX-2 ( )
F.O.B. (OP) REV. # (501277 ) DEPT (185 )
CONFIRM (N) REV. IDC1 ) DUE (861593)
TERMS NET 30
ACCOUNT # 6/L 1234567898
USER-DEFINED-5
USER-DEFINED-6

```

| LINE | QTY | NUMBER | DESCRIPTION | UNIT | PRICE | TOTAL |
|------|-------|--------|--|------|--------|-------|
| 001 | 93000 | | CARTON: INSERTS FOR INNER BOX CORNERS | EA | 7.5000 | 39.30 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |
| | | | | | 0.0000 | 0.00 |

```

BUYER ( ) AUTHORIZATION ( ) SPECIAL INSTR. ( ) F.O. TOTAL:
PURCHASER ( ) SYSTEM MESSAGE:

```

Fig.16-13. P.O. Screen With Totals

2-16. Using The Line Window

Tutorial - Advanced Features

To print P.O. number 2012:

- Press F4
- In the FUNCTION FIELD, type P [ENTER]

Your printed P.O. looks as follows. Notice that when the P.O. is printed, the FRACTIONAL QUANTITY from the Line Window is printed in the QUANTITY field.

| ** PURCHASE ORDER ** | | | | | |
|---------------------------|-------------|--|---------------------------|------------------------|-------------------|
| VENDOR NO: 12345 | | | SHIP VIA: UPS | | F.O.B.: OUR PLANT |
| VEND: BEST BUY SUPPLY | | | SHIP TO: OUR COMPANY HERE | | |
| BROWN BOX DIVISION | | | OUR DIVISION OR LOCATION | | |
| 692 HANOVER ST. | | | OUR STREET HERE | | |
| CLEVELAND | | | OH 44112 | OUR CITY HERE | OS 12345 |
| US | | | USA | | |
| NOTE: SEND ATT: S. WARNER | | | | | |
| TERMS: NET 30 | | TAX-1: NO | B | OUR COMPANY NAME | |
| ACCT: G/L 1234567890 | | TAX-2: | L | OUR DIVISION NAME HERE | |
| DEPT: 105 | | DUE DATE: 06/15/93 | L | OUR STREET ADDRESS | |
| REF #: PKG-2000 | | CONFIRM: NO | T | OUR TOWN | OS 12345 |
| | | | D | USA | |
| LN | ITEM NUMBER | DESCRIPTION | U/M | QUANTITY | PRICE PER |
| 001 | A3000 | CARTON: INSERTS FOR INNER BOX CORNERS | M | 5.2500 | 7.5000 |
| REQUISITIONER: SUE WARNER | | | REQ. NO: 901277 | PAGE TOTAL | 39.38 |
| SPECIAL INSTRUCTIONS: | | | | P.O. TOTAL | 39.38 |
| BUYER: | | AUTHORIZATION: | | | |
| X _____ | | X _____ | | | |

Fig.16-14. Printed Copy of P.O. 2012

Major Points To Remember

- ☐ Information entered in the Line Window over-rides the header information. This allows you to enter different information for each item on your Purchase Order.
- ☐ The P.O. WRITER PLUS Line Window Fields are:
 - DUE DATE
 - ACCOUNT #
 - REQ. #
 - REQ ID
 - DEPT #
 - TAX-1
 - TAX-2
 - FRACTIONAL QTY. - If you must order a FRACTIONAL quantity of an item, this field is used instead of the QUANT field on the P.O. CREATION screen.
 - The TAX-1 AND TAX-2 fields are used when some of the Line Items on the P.O. have tax applied, while others don't; or when items have varying tax amounts applied.
- ☐ The P.O. WRITER PLUS Print Option that you have selected determines if the information in the Line Window is printed on the Purchase Order. Your Print Option may not print any or all entry in the Line Window Fields. If this is the case, the Line Window can be used for reference only!

Major Points to Remember (cont.)

- ☐ There are several options in the P.O. WRITER PLUS Setup File that affect the Line Window:
 - The Setup File can force the ACCOUNT # to be verified against the Master File (the default is NO).
 - The Setup File can force the REQ. ID to be verified against the Master File (again, the default is NO).
 - In the Setup File, you can specify whether the information in the Line Window will be used the next time you create a P.O. for this item.
 - In the Setup File, you can specify whether the Due Date from the Line Window will be used the next time you create a P.O. for this item.
- ☐ While in the Line Window, you can use the "point & shoot" method of selecting Master Files.
- ☐ P.O. WRITER PLUS automatically rounds the TOTAL PRICE to the nearest cent.

17. Blanket, Release, And Contract Orders

Comments

In addition to creating standard Purchase Orders, P.O. WRITER PLUS also gives you the ability to easily create and store Blanket, Release, and Contract Orders. In this lesson you will learn how to use the Blanket (B), Release (R), and C (Contract) ORDER TYPES in the system. You will also learn the differences between a Blanket and Contract Order within P.O. WRITER PLUS. This will allow you to determine which order type to use in a specific situation.

In this lesson you will create a Blanket Order, and then prepare a Release against that Blanket.

You will also create an order which specifies a delivery schedule for a single item. In this part of the lesson, you will use the P.O. WRITER PLUS Line Window. (For detailed information regarding the Line Window, see *Chapter 2-16, Using The Line Window.*)

NOTE: *Additional instruction is also provided regarding the way the system retrieves and displays an item's description from the History File. The system's method for retrieving description is NOT unique to Order Types "B" or "R" in the Purchase Order Creation Module. (Refer to Chapter 4 of this Manual for additional information.)*

A Blanket or Contract Purchase Order is created in much the same way that a standard P.O. is created in P.O. WRITER PLUS. These orders are created in the P.O. Creation Submodule of the system. Again, for this example you will create a Blanket Purchase Order.

- In the first field on the P.O. Creation Selection Screen, type A2000 [ENTER]

– In the VENDOR NUMBER FIELD, type NAPC-1 [ENTER]

Complete your screen as shown below. Note that the ORDER TYPE below has been changed to B (for Blanket). Also, the vendor has given a price of .2300 for this order!

Fig.17-1. Blanket Order Creation

2-198

Tutorial - Advanced Features

2-17. Blanket, Release, And Contract Orders

- To move the cursor into the FUNCTION field, press F4
- To print the P.O., type P [ENTER]

Blanket Purchase Order Number B1000 looks as shown below.

| ** PURCHASE ORDER ** | | | | | |
|---|-------------|--|---------------------|----------------------------|-----------|
| P.O. NUMBER: B1000 | | | DATE: 06/01/93 | | |
| PAGE NO: 1 | | | ORDER TYPE: BLANKET | | |
| VENDOR NO: NAPE-1 | | SHIP VIA: TRUCK | | F.O.B.: SHIPPING POINT | |
| VEND: NORTH AMERICAN PACKAGING CORPORATION | | SHIP TO: OUR COMPANY HERE | | | |
| 9045 AMERICAN WAY AVE. | | OUR DIVISION OR LOCATION | | | |
| SUITE 3 | | OUR STREET HERE | | | |
| ST. LOUIS MO 63108 | | OUR CITY HERE OS 12345 | | | |
| USA | | USA | | | |
| NOTE: CONFIRMING TO ROBERT ROGERS | | | | | |
| TERMS: 2/10 NET 30 | | TAX-1: NO | | [B] OUR COMPANY NAME | |
| ACCT: G/L 1234567890 | | TAX-2: | | [L] OUR DIVISION NAME HERE | |
| DEPT: 105 | | DUE DATE: / / | | [L] OUR STREET ADDRESS | |
| REF #: PKG-1000 | | CONFIRM: YES | | [F] USA OS 12345 | |
| [O] | | | | | |
| LN | ITEM NUMBER | DESCRIPTION | U/M | QUANTITY | PRICE PER |
| 001 | A2000 | CARTON 10" X 10" X 10" (STD. WHITE) THIS IS A BLANKET ORDER FOR ONE YEAR (6-1-93 TO 5-31-94) QUANTITY = 12,000 | EA | | .2300 |
| REQUISITIONER: F. LEWIS | | REQ. NO: 501215 | | PAGE TOTAL | |
| SPECIAL INSTRUCTIONS: ALL MATERIAL MUST BE INSPECTED. | | | | | |
| SEND INVOICES TO ACCTS. | | | | | |
| PAYABLE IN TRIPLICATE. | | P.O. TOTAL | | | |
| BUYER: ED SNYDER | | AUTHORIZATION: BOB THOMPSON | | | |
| X _____ | | X _____ | | | |

Fig.17-2. Printed Copy of Blanket P.O. B1000

NOTE: Order Number B1000 is used as an example Order Number only. P.O. WRITER PLUS does not force the use of any numbering

Say that you want to prepare a Release against the Blanket Purchase Order you have just created. For example purposes, you will be creating one order with a three month delivery schedule specified for Item Number A2000.

- To return to the P.O. Creation Selection Screen, press **Esc**
- In the ENTER ITEM NUMBER field type **A2000 [ENTER]**

Review the History Card as shown below.

| DATE | ITEM | QUANTITY | UNIT PRICE | TOTAL PRICE |
|--------|-------|----------|------------|------------------------|
| 060193 | A2000 | 91 | 12345 | BEST BUY SUPPLY |
| 060193 | A2000 | 88 | 12345 | BEST BUY SUPPLY |
| 060193 | A2000 | 88 | 12345 | NORTH AMERICAN PACKAGI |

At the bottom, there are instructions: 'PRESS: Shift-F4 to view Vendor File' and 'FB to add Vendor to Master File'.

Fig. 17.3. History Card With Blanket Order

The Blanket Order Number B1000 is shown on the above History Card.

Under the T heading (between the Order Date and P.O. Number columns), an Order Type of B is displayed. (Any order's current Order Type status - N, B, Q, R, C - will be shown in this column. Orders that are currently in the Hold File are NOT included on the History Card.)

- The P.O. Creation Screen displays as shown below.

Fig. 17-4. Review of Order

- Repeat the above steps to delete the remaining description lines (fourth through sixth).
- To move the cursor to the P.O. Number field, press **F7**

2-17. Blanket, Release, And Contract Orders

Tutorial - Advanced Features

When you have completed the steps listed on the previous page, edit the header information so that it looks like the screen shown below.

Notice that the ORDER TYPE should be changed to R (Release) and B1000 should appear in the Reference Number field.

NOTE: Placing the original Blanket Order Number (B1000) in the Reference Number Field on a Release Order establishes a relationship between the two orders. This allows you to use the Blanket/Release Analysis Report. The system returns a warning if the Reference Number field is blank.

Complete the header information as follows:

DATE: 06/01/93 CO.:

VENDOR: NORTH AMERICAN PACKAGING CORPORATION

INAPC-1 3045 AMERICAN WAY AVE. ST. LOUIS MO 65678

SHIP TO OUR COMPANY HERE

[1] OUR DIVISION OR LOCATION

OUR STREET HERE

OUR CITY HERE 05 12345

NOTE: [3RD QUARTER RELEASE]

ORDER TYPE: R BILL TO: TAX-1000

SHIP VIA [1] REFER. # B1000 TAX-20

F.O.B. [SP] REQ. # [591215] DEPT [105]

CONFIRM [Y] REQ. ID: F. LEWIS DUE []

TERMS 2/10 NET 30

ACCOUNT # 6/L 1234567890

USER-DEFINED-5

USER-DEFINED-6

| ITEM | DESCRIPTION | QTY | UNIT | PRICE | TOTAL |
|------|-------------------------------------|--------|------|-------|-------|
| 001 | CARTON 18" X 18" X 18" (STD. WHITE) | 0.2300 | | 0.00 | 0.00 |
| | | 0.0000 | | 0.00 | 0.00 |
| | | 0.0000 | | 0.00 | 0.00 |
| | | 0.0000 | | 0.00 | 0.00 |
| | | 0.0000 | | 0.00 | 0.00 |
| | | 0.0000 | | 0.00 | 0.00 |
| | | 0.0000 | | 0.00 | 0.00 |
| | | 0.0000 | | 0.00 | 0.00 |
| | | 0.0000 | | 0.00 | 0.00 |
| | | 0.0000 | | 0.00 | 0.00 |

BUYER [1] AUTHORIZATION [1] SPECIAL INSTR. [1] P.O. TOTAL: 0.00

SYSTEM MESSAGE:

Fig.17-5. Preparing A Release Against Blanket Order

You will now add Line Items 002 & 003 to Purchase Order B1000-1

- To position the cursor for Line Item 002, press F2 3 times
- In the LN field, type 002
- Press TAB
- In the ITEM NUMBER field, type A2000
- Press TAB

Again, the system has retrieved the additional extended description for Item A2000 from the P.O. History Files. At this point, you could remove the unwanted description in the same manner used previously. Since there is another Line Item still to be added to this P.O., the description will not be removed yet.

- To position the cursor for Line Item 003, press F2 5 times
- In the LN field, type 003
- Press TAB
- In the ITEM NUMBER field, type A2000
- Press TAB

NOTE: As shown below, the system has retrieved the first 2 lines of description for item A2000 on LINE 003, and has overwritten the added description for LINE 002. This is because P.O. WRITER PLUS retrieves previous description until it sees the next line LINE ITEM.

| DATE: 06/01/93 CO.: | | PAGE 1 | | | | |
|--|-------------|-------------------------------------|-----|------|--------|-------|
| VENDOR NORTH AMERICAN PACKAGING | | SHIP TO OUR COMPANY HERE | | | | |
| INAPC-1 CORPORATION | | [1] OUR DIVISION OR LOCATION | | | | |
| 9045 AMERICAN WAY AVE. | | OUR STREET HERE | | | | |
| ST. LOUIS MO 65678 | | OUR CITY HERE OS 12345 | | | | |
| MM NOTE MM [3RD QUARTER RELEASE] | | | | | | |
| ORDER TYPE[R] BILL TO[1] | | TAX-1[0] | | | | |
| SHIP VIA [T] REFER.#[B1000] | | TAX-2[1] | | | | |
| F.O.B. (SP) REQ.# [591215] | | DEPT [105] | | | | |
| CONFIRM (Y) REQ. IDIF.LEWIS | | DDUE [] | | | | |
| | | USER-DEFINED-5 | | | | |
| | | USER-DEFINED-6 | | | | |
| LN | ITEM NUMBER | DESCRIPTION | QTY | UNIT | PRICE | TOTAL |
| 001 | A2000 | CARTON 18" X 18" X 18" (STD. WHITE) | EA | | 0.2300 | 1.15 |
| 002 | A2000 | CARTON 18" X 18" X 18" (STD. WHITE) | EA | | 0.0000 | 0.00 |
| 003 | A2000 | CARTON 18" X 18" X 18" (STD. WHITE) | EA | | 0.2300 | 0.00 |
| | | CARTON 18" X 18" X 18" (STD. WHITE) | EA | | 0.0000 | 0.00 |
| | | THIS IS A BLANKET | | | 0.2300 | 0.00 |
| | | ORDER FOR ONE YEAR | | | 0.0000 | 0.00 |
| | | (6-1-93 TO 5-31-94) | | | 0.0000 | 0.00 |
| | | QUANTITY = 12.000 | | | 0.0000 | 0.00 |
| BUYER [1] AUTHORIZATION [1] SPECIAL INSTR. [1] P.O. TOTAL: | | | | | | 1.15 |
| SYSTEM MESSAGE: | | | | | | |

Fig. I7-6. Additional Description Ends At Next Line Item

- Remove the additional description for LN 003 (starting with THIS IS A BLANKET) by using F5, F6, and SPACE BAR

- For each LINE ITEM, type a quantity of 1000

P.O. B1000-1 now looks as shown below.

```
DATE:06/09/93 CO.1
VENDOR NORTH AMERICAN PACKAGING
(NAPC-1 )CORPORATION
          SBAS AMERICAN WAY AVE.
          ST. LOUIS MO 45678
MM NOTE MM [3RD QUARTER RELEASE
ORDER TYPE(R) BILL TO( ) TAX-1(M)
SHIP VIA (Y) REFER.#(B1000 ) TAX-2(I)
F.O.B. [SP] REQ.# [591215 ] DEPT [105 ]
CONFIRM (Y) REQ. ID(F.LEWIS )DUE I ]
```

| ITEM NO. | DESCRIPTION | QTY | UNIT PRICE | TOTAL PRICE |
|-----------|-------------------------------------|------|------------|-------------|
| 001-AZ000 | CARTON 18" X 18" X 18" (STD. WHITE) | 1000 | 0.2300 | 230.00 |
| 002-AZ000 | CARTON 18" X 18" X 18" (STD. WHITE) | 1000 | 0.0000 | 0.00 |
| 003-AZ000 | CARTON 18" X 18" X 18" (STD. WHITE) | 1000 | 0.2300 | 230.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |

BUYER () AUTHORIZATION () SPECIAL INST. () P.O. TOTAL: 690.00
FUNCTION: () SYSTEM MESSAGE:

— To CHECK the P.O., press [ENTER]

- The SYSTEM MESSAGE Bar displays:

NO DUE DATE IN HEADER OR LINE FOR 001

When an ORDER TYPE of R(elease) is indicated, the system prompts for a DUE DATE, as opposed to B(lanket) which does not. The DUE field in the header has been left blank. This is because each of the Line Items on P.O. B1000-1 will have a different DUE DATE. This can be accomplished using the P.O. WRITER PLUS Line Window.

Using The Line Window

The P.O. WRITER PLUS Line Window allows unique information to be entered for each Line Item on a Purchase Order. The Line Window will now be used to add a different DUE DATE for each item on P.O. B1000-1. (The Line Window is discussed in detail in *Chapter 16 - Using The Line Window*)

The cursor is now located in the DUE field in the header.

- To move the cursor to the DESCRIPTION field, press F5
- To move the cursor to the W column (Line Window), press TAB 5 times

The Line Window (W) column is shown below.

DATE: 06/01/93 CO.:
 VENDOR NORTH AMERICAN PACKAGING CORPORATION
 9845 AMERICAN WAY AVE.
 ST. LOUIS MO 63104
 SHIP TO OUR COMPANY HERE
 (1) OUR DIVISION OR LOCATION
 OUR STREET HERE
 OUR CITY HERE OS 12345
 (91000-1) PAGE 1
 ORDER TYPE: (R) BILL TO: () TAX-1: (N)
 SHIP VIA: (T) REFER. # (E1000) TAX-2: ()
 F.O.B. (SP) REQ. # (591215) DEPT (105)
 CONFIRM (Y) REQ. ID: (F. LEWIS) DUE ()
 TERMS 2/10 NET 30
 ACCOUNT # G/L 1234567890
 USER-DEFINED-5
 USER-DEFINED-6

| LN | QTY | UNIT | DESCRIPTION | EA | PRICE | TOTAL |
|-----|------|------|-------------------------------------|------|--------|--------|
| 001 | 1000 | EA | CARTON 10" X 18" X 18" (STD. WHITE) | 1000 | 0.2300 | 230.00 |
| 002 | 1000 | EA | CARTON 10" X 18" X 18" (STD. WHITE) | 1000 | 0.0000 | 0.00 |
| 003 | 1000 | EA | CARTON 10" X 18" X 18" (STD. WHITE) | 1000 | 0.2300 | 230.00 |
| 004 | 1000 | EA | CARTON 10" X 18" X 18" (STD. WHITE) | 1000 | 0.0000 | 0.00 |
| 005 | 1000 | EA | CARTON 10" X 18" X 18" (STD. WHITE) | 1000 | 0.0000 | 0.00 |
| 006 | 1000 | EA | CARTON 10" X 18" X 18" (STD. WHITE) | 1000 | 0.0000 | 0.00 |
| 007 | 1000 | EA | CARTON 10" X 18" X 18" (STD. WHITE) | 1000 | 0.0000 | 0.00 |
| 008 | 1000 | EA | CARTON 10" X 18" X 18" (STD. WHITE) | 1000 | 0.0000 | 0.00 |
| 009 | 1000 | EA | CARTON 10" X 18" X 18" (STD. WHITE) | 1000 | 0.0000 | 0.00 |
| 010 | 1000 | EA | CARTON 10" X 18" X 18" (STD. WHITE) | 1000 | 0.0000 | 0.00 |

BUYER (1) AUTHORIZATION (1) SPECIAL INSTR. (1) P.O. TOTAL: 690.00
 FUNCTION (1) SYSTEM MESSAGE:

Fig.17-7. The Line Window Column

- To display the Line Window For LN 001, press SHIFT-F4

The Line Window displays as shown below. At the top of the Line Window is an indication of the LINE (001) and ITEM (A2000).

| | | | |
|---|--|------------------------------|--|
| DATE: 06/01/93 CO.: | | SHIP TO OUR COMPANY HERE | |
| VENDOR NORTH AMERICAN PACKAGING | | [1] OUR DIVISION OR LOCATION | |
| [NAPC-1] CORPORATION | | | |
| 3045 AMERICAN WAY AVE. | | | |
| ST. LOUIS MO 65670 | | | |
| MM NOTE MM [3RD QUARTER RELEASE | | | |
| ORDER TYPE[R] BILL TO[1] TAX | | | |
| SHIP VIA [1] REFER.#[B1800] TAX | | | |
| F.O.B. [SP] REQ.# [591215] DEP | | | |
| CONFIRM [Y] REQ. ID[F.LEWIS] DUE | | | |
| BUYER [1] AUTHORIZATION [1] SPE | | | |
| SYSTEM MESSAGE: NO DUE DATE IN HEADER OR LINE FOR 001 | | | |

| | |
|-----------------|-------------|
| LINE: 001 | ITEM: A2000 |
| DUE DATE | [] / [] |
| ACCOUNT # | [] |
| REQ. # | [] |
| REQ. ID | [] |
| DEPARTMENT | [] |
| USER-DEFINED-7 | [] |
| USER-DEFINED-8 | [] |
| TAX-1 | [] |
| TAX-2 | [] |
| FRACTIONAL QTY. | 8.0000 |

F9 - View next line
 F10 - View previous line
 Shift-F4 - Invoke window

Fig.17-8. Line Window

- In the DUE DATE field, type 070193
- To view the next line (LN 002), press F9

The "header" of the Line Window now displays:

LINE: 002 ITEM: A2000

- In the DUE DATE field, type 080193
- To view the next line, (003), press F9
- The "header" of the Line Window now displays:

LINE: 003 ITEM: A2000

- In the DUE DATE field, type 090193
- To close the Line Window, press Esc

The Line Window column (W), displays a Y for each Line Item as shown below.

```

DATE:06/01/93 CO.:
VENDOR NORTH AMERICAN PACKAGING SHIP TO OUR COMPANY HERE
(NAFC-1) CORPORATION [1] OUR DIVISION OR LOCATION
9845 AMERICAN WAY AVE. OUR STREET HERE
ST. LOUIS MO 45678 OUR CITY HERE 05 12345
** NOTE ** [3RD QUARTER RELEASE]
ORDER TYPE[3] BILL TO[1] TAX-1[1] TERMS 2/10 NET 30
SHIP VIA [1] REFER.#[B1000] TAX-2[1] ACCOUNT # C/L 1234567890
F.O.B. [SP] REQ.# [591215] DEPT [185] USER-DEFINED-5
CONFIRM [Y] REQ. IDCF.LEWIS ]DUE [ ] USER-DEFINED-6

```

| LINE | QUANTITY | DESCRIPTION | UNIT | PRICE | TOTAL |
|------|----------|-------------------------------------|------|--------|--------|
| 001 | 1000 | CARTON 18" X 18" X 18" (STD. WHITE) | EA | 0.2300 | 230.00 |
| 002 | 1000 | CARTON 18" X 18" X 18" (STD. WHITE) | EA | 0.2300 | 230.00 |
| 003 | 1000 | CARTON 18" X 18" X 18" (STD. WHITE) | EA | 0.2300 | 230.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |

```

BUYER [1] AUTHORIZATION [1] SPECIAL INSTR. [1] P.O. TOTAL: 690.00
FUNCTION [ ] SYSTEM MESSAGE: NO DUE DATE IN HEADER OR LINE FOR 001

```

Fig.17-9. Line Window Column After Due Date Entry

- To CHECK your P.O., press [ENTER]

The SYSTEM MESSAGE indicating NO DUE DATE disappears.

- To move your cursor to the FUNCTION FIELD, press F4
- Type P [ENTER]

Release B1000-1 prints as shown on the following page.

2-17. Blanket, Release, And Contract Orders

Tutorial - Advanced Features

Your printed Release Order Number B1000-01 looks as follows:

Again, the P.O. WRITER PLUS Print Option that you have selected determines what the printed P.O. will look like!

| ** PURCHASE ORDER ** | | | | | |
|--|-------------|---|-----------------------------|----------------------------|-------------------|
| P.O. NUMBER: B1000-1 | | | DATE: 06/01/93 | | |
| PAGE NO: 1 | | | ORDER TYPE: NEW | | |
| VENDOR NO: NAPC-1 | | SHIP VIA: TRUCK | | F.O.B.: SHIPPING POINT | |
| VEND: NORTH AMERICAN PACKAGING CORPORATION 9045 AMERICAN WAY AVE. SUITE 3 ST. LOUIS MO 65678 USA | | SHIP TO: OUR COMPANY HERE OUR DIVISION OR LOCATION OUR STREET HERE OUR CITY HERE OS 12345 USA | | | |
| NOTE: CONFIRMING TO ROBERT ROGERS | | | | | |
| TERMS: 2/10 NET 30 | | TAX-1: NO | | [B] OUR COMPANY NAME | |
| ACCT: G/L 1234567890 | | TAX-2: | | [L] OUR DIVISION NAME HERE | |
| DEPT: 105 | | DUE DATE: / / | | [L] OUR STREET ADDRESS | |
| REF #: B1000 | | CONFIRM: YES | | [T] USA OS 12345 | |
| [O] | | | | | |
| LN | ITEM NUMBER | DESCRIPTION | U/M | QUANTITY | PRICE PER |
| 001 | A2000 | CARTON 10" X 10" X 10" (STD. WHITE) | EA | 1000 | .2300 |
| 002 | A2000 | CARTON 10" X 10" X 10" (STD. WHITE) | EA | 1000 | .2300 |
| 003 | A2000 | CARTON 10" X 10" X 10" (STD. WHITE) | EA | 1000 | .2300 |
| REQUISITIONER: F. LEWIS | | | | REQ. NO: 591215 | PAGE TOTAL 690.00 |
| SPECIAL INSTRUCTIONS: ALL MATERIAL MUST BE INSPECTED. SEND INVOICES TO ACCTS. PAYABLE IN TRIPLICATE. | | | | P.O. TOTAL 690.00 | |
| BUYER: ED SNYDER | | | AUTHORIZATION: BOB THOMPSON | | |
| X _____ | | | X _____ | | |

Fig.17-10. Printed Copy of P.O. B1000-1 (Release Order)

Review the PURCHASE ORDER HISTORY Card for Item A2000.

- To display the P.O. Creation Selection Screen, press Esc
- In the ENTER ITEM NUMBER field, type A2000 [ENTER]

Review the History Card as shown below.

PURCHASE ORDER HISTORY

ENTER ITEM NUMBER [A2000] DESCRIPTION [CARTON 18" X 18" X]
 [18" (STD. WHITE)]
 STD. COST [0.2300] PRICE FACTOR [0.0000] U/M [EA]
 CURRENCY [US DOLLAR] COMMODITY [PACKAGE] LEAD TIME [5]
 CATALOGUE [BEST BUY]

| DATE | ORDER NUMBER | VENDOR NAME | QUANTITY | PRICE |
|--------|--------------|------------------------|----------|-------|
| 060193 | 0112345 | BEST BUY SUPPLY | 1000 EA | .2400 |
| 060193 | 0112345 | BEST BUY SUPPLY | 1000 EA | .2400 |
| 060193 | 011000-1 | NORTH AMERICAN PACKAGI | 1000 EA | .2300 |
| 060193 | 011000-1 | NORTH AMERICAN PACKAGI | 1000 EA | .2300 |
| 060193 | 011000-1 | NORTH AMERICAN PACKAGI | 1000 EA | .2300 |
| 060193 | 011000-1 | NORTH AMERICAN PACKAGI | 1000 EA | .2300 |

ENTER VENDOR NUMBER [] PRESS: Shift-F4 to view Vendor File
 F8 to add Vendor to Master File

SYSTEM MESSAGE

Fig.17-11. History Card For A2000 Showing Release Orders

Notice that each line on B1000-01 is displayed as a unique entry and that each entry has an Order Type of R for easy reference.

Blanket Vs. Contract Orders

Though not demonstrated, a Contract Order is created in the same manner as a Blanket Order (A contract is created by designating an ORDER TYPE of C). There are some very important differences in the way P.O. WRITER PLUS handles these two Order Types. It is important that you consider these differences in order to make the appropriate choice between the two Order Types.

Blanket:

When you create a Blanket Order, there is no Dollar Commitment. When you run a Dollars Commitment report, the amounts included on Blanket Orders will not be reflected.

A Blanket Order does not create an Open Purchase Order Record. Any Open Purchase Order Report or Inquiry (performed in the Receiving Module) will not reflect items on these orders.

Releases Orders are written against Blanket Orders. When a Release Order is written, the amount on the Release Order will be reflected on Dollar Commitment Reports. Also, an Open Purchase Order Record is created for the items on the Release Order.

Contract Orders

When you create a Contract Order, there is a Dollar Commitment. When you run a Dollars Commitment report, the amounts included on Contract Orders will be reflected.

A Contract Order creates an Open Purchase Order Record. Any Open Purchase Order Report or Inquiry (performed in the Receiving Module) *will* reflect items on these orders.

Releases are not made against Contract Orders.

Major Points To Remember

- ☐ Blanket, Release and Contract orders are created in much the same way that a standard (new) Purchase Order is created.
- ☐ When the system sees an Order Type of B (Blanket) or C (Contract) it does NOT force a QUANTITY or DUE DATE.
- ☐ When the system sees an Order Type of R (Release) it WILL edit the QUANTITY and DUE DATE fields for valid data.
- ☐ Blanket Orders:
 - There is no Dollar Commitment;
 - Does not create an Open Purchase Order Record;
 - Releases Orders are written against Blanket Orders. When a Release Order is written, the amount on the Release Order will be reflected on Dollar Commitment Reports. Also, an Open Purchase Order Record is created for the items on the Release Order.
- ☐ Contract Orders:
 - There *is* a Dollar Commitment;
 - A Contract Order creates an Open Purchase Order Record;
 - Releases are NOT written against Contracts.
- ☐ P.O. WRITER PLUS will retrieve an item's description from the P.O. History File where possible. It will display as much information as it can until:
 - a.) A new line number is detected - OR -
 - b.) Screen Line Number 200 is reached.

Major Points To Remember (cont.)

- ☐ The Line Window feature can be used to enter unique due dates for each Line Item.

NOTE *Because of the way the system retrieves description, it is recommended that you build your orders one line at a time using the CHECK feature frequently.*

FOR EXAMPLE: Enter the Line Number, Item Number, Quantity, and Price Per Unit. Press the enter key so that the system can retrieve any possible long description for you. Edit the description once it has been displayed!

If you type description for an Item Number **BEFORE** the line has been checked, the system will simply overwrite your description with description from the History File or Item Master File.

18. Using The Price Factor

Comments

There are times when you may purchase an item and the unit of measure and the cost per unit may not be the same. Steel is an example. Steel is typically ordered in pounds. However, the pricing unit of measure is typically a cost per hundred-weight.

The price factor mechanism in P.O. WRITER PLUS provides you with a way to convert the unit price to reflect the "pricing unit of measure".

2-18. Using The Price Factor

Tutorial - Advanced Features

For example purposes, say that you buy Bar Stock (Item Number SB100) from United States Steel Company. U.S. Steel states all of their prices in terms of a price per hundred weight. The price for Item Number SB100 was currently quoted at \$43.00 per 100 pounds. However, you still buy SB100 in pounds (unit of measure = LBS).

Before you can prepare your first Purchase Order using the Price Factor feature you will need to create an Item Master record for Item Number SB100.

- Return to the P.O. WRITER PLUS Main Menu.
- To access the File Maintenance Submodule, type 6 [ENTER]
- To access the Item Master Screen, type 1 [ENTER]
- Add the record shown below to the Item Master File.

(Be sure to enter your Price Factor as: .010)

```

ITEM NUMBER      [SB100      ]
DESCRIPTION #1    [A1467 BAR STOCK ]
DESCRIPTION #2    [STEEL      ]
UNIT OF MEASURE   [LBS]
STANDARD COST     [      43.0000]
CURRENCY          [      ]
PRICING U/M       [CUT]
PRICE FACTOR      [      0.0100]
LEAD TIME         [ 5]
COMMODITY         [STEEL      ]
CATALOG ID        [      ]
STATUS            [A]
TAX-1             [N]          TAX-2 [8]

LAST ACCESS DATE [ / / ]
ADDITIONAL DATA *
F1 = Help F2 = Delete F3/F10 = Next/previous item Shift-F4 = View Items
F4 = View/update extended description/user data/inventory data
SYSTEM MESSAGE
  
```

Fig.18-12. Adding Item Master With Price Factor

NOTE: The PRICING U/M field is for reference only!

- Press Esc
- To highlight SAVE AND EXIT, press TAB
- Press [ENTER]

- To access the Vendor Master Screen, type 2 [ENTER]
- Add the following record to the Vendor Master File:

| VENDOR MASTER FILE | | | |
|--|---------------------------|------------------|-----------------|
| VENDOR NUMBER | [USS-100] | | |
| VENDOR NAME | [UNITED STATES STEEL] | | |
| | [COMPANY] | | |
| VENDOR ADDRESS | | | |
| STREET | [987 SOUTH START STREET] | | |
| ADDRESS 2 | [] | | |
| CITY | [GARY] | | |
| STATE | [IN] | | |
| ZIPCODE | [12345] | COUNTRY | [USA] |
| CONTACT NAME | [JOHN DOKES] | TELEPHONE NUMBER | [800-667-8988] |
| SECOND CONTACT | [] | SECOND TELEPHONE | [] |
| FAX TELEPHONE | [416-876-9886] | | |
| TERMS | [NET DUE 30] | VENDOR CLASS | [] |
| NOTE | [] | | |
| LAST ACCESS DATE | [/ /] | | |
| ADDITIONAL INFORMATION » [] | | | |
| F2 = Delete F4 = Notes F9/F10 = Next/previous vendor Shift-F4 = View vendors | | | |
| SYSTEM MESSAGE | | | |

Fig. 18-13. Adding Vendor Master With Price Factor

NOTE: If you have any trouble adding the previous two records to the appropriate Master File, refer to Lesson 2 (Building the Master Files) of this Tutorial for assistance.

As you have learned in previous lessons, you could have also entered the Vendor and Item records from within the P.O. Creation Submodule.

Complete the following steps to begin the process of creating your first Purchase Order for an item that uses a Price Factor.

- To return to the Main Menu, press Esc
- To access the P.O. Creation Submodule, press 1 [ENTER]
- In the ENTER ITEM NUMBER field, type SB100 [ENTER]
- In the ENTER VENDOR NUMBER field, type USS-100 [ENTER]

The P.O. Creation Screen displays.

2-18. Using The Price Factor

Tutorial - Advanced Features

- Complete your screen so that it looks as follows. Remember to use the FUNCTION KEYS, TAB key, and [ENTER] to CHECK your screen.

```

DATE:06/01/93 CD.:
VENDOR UNITED STATES STEEL SHIP TO OUR COMPANY HERE
CUSS-100 COMPANY (1 ) OUR DIVISION OR LOCATION
907 SOUTH START STREET OUR STREET HERE
GARY IN 12345 OUR CITY HERE 05 12345
** NOTE ** (NO DELIVERIES ACCEPTED FROM 12 - 1 P.M.)
ORDER TYPE(N) BILL TO(1 ) TAX-1(1) TERMS NET DUE 30
SHIP VIA (T) REFER.#(STL-2900) TAX-2( ) ACCOUNT # G/L 1234567890
F.O.B. (SP) REQ.# (1492 ) DEPT (105 ) USER-DEFINED-5
CONFIRM (Y) REQ. IDC1 )DUE (061593) USER-DEFINED-6
*****
ITEM NO. QUANTITY UNIT PRICE TOTAL
001 SB100 10000 LB 43.0000 4300.00
STEEL
0.0000 0.00
0.0000 0.00
0.0000 0.00
0.0000 0.00
0.0000 0.00
0.0000 0.00
0.0000 0.00
0.0000 0.00
0.0000 0.00
*****
BUYER (1 ) AUTHORIZATION (1 ) SPECIAL INSTR. (1 ) P.O. TOTAL: 4300.00
*****
EDITION: (1 ) SYSTEM MESSAGE:

```

Fig. 18.14. Creating A P.O Using The Price Factor

After you CHECK your screen you will notice that the system completed the extension for Item Number SB100 as follows:

$$\text{QUANTITY ORDERED} \times \text{PRICE PER UNIT} \times \text{PRICE FACTOR} = \text{TOTAL}$$

In this case:

| | | |
|-------------------|-------------|--------|
| QUANTITY ORDERED: | 10,000 | POUNDS |
| X PRICE PER UNIT: | \$43.00 | CWT |
| X PRICE FACTOR: | <u>.010</u> | |
| | \$4,300 | |

Tutorial - Advanced Features

2-18. Using The Price Factor

- To move the cursor to the FUNCTION field, press F4
- To print the P.O., type P [ENTER]

Purchase Order Number 2006 prints as shown below.

| ** PURCHASE ORDER ** | | | | | |
|---|-------------|---|-----------------|------------------------|-----------|
| P.O. NUMBER: 2006 | | | DATE: 06/01/93 | | |
| PAGE NO: 1 | | | ORDER TYPE: NEW | | |
| VENDOR NO: USS-100 | | SHIP VIA: TRUCK | | F.O.B.: SHIPPING POINT | |
| VEND: UNITED STATES STEEL COMPANY 907 SOUTH START STREET GARY IN 12345 USA | | SHIP TO: OUR COMPANY HERE OUR DIVISION OR LOCATION OUR STREET HERE OUR CITY HERE IN 12345 USA | | | |
| NOTE: NO DELIVERIES ACCEPTED FROM 12 - 1 P.M. | | | | | |
| TERMS: NET DUE 30 | | TAX-1: NO | | [B] | |
| ACCT: G/L 1234567890 | | TAX-2: | | [L] | |
| DEPT: 105 | | DUE DATE: 06/15/93 | | [L] | |
| REF #: STL-2900 | | CONFIRM: YES | | [D] | |
| OUR COMPANY NAME | | | | | |
| OUR DIVISION NAME HERE | | | | | |
| OUR STREET ADDRESS | | | | | |
| OUR TOWN IN 12345 | | | | | |
| USA | | | | | |
| LN | ITEM NUMBER | DESCRIPTION | U/M | QUANTITY | PRICE PER |
| 001 | SBT00 | A1467 BAR STOCK STEEL | LBS | 10000 | 43.0000 |
| REQUISITIONER: SUE WARNER | | REQ. NO: 1492 | | PAGE TOTAL 4300.00 | |
| SPECIAL INSTRUCTIONS: | | | | P.O. TOTAL 4300.00 | |
| BUYER: | | AUTHORIZATION: | | | |
| X _____ | | X _____ | | | |

Fig.18-15. Printed Copy of P.O. 2006

ADDITIONAL NOTES

If a Price Factor exists in the Item Master File for the item you are purchasing (AT THE TIME THE ORDER IS BEING CREATED!), then the system will use the current Price Factor as part of the extension calculation.

The Price Factor that is used when the order is being created is stored in the P.O. History File.

The Price Factor feature cannot be used for Asterisk (*) items since Asterisk Items do not exist in the Item Master File.

The Price Factor feature can be used regardless of the Order Type (N,B,R,Q,C etc.) being used.

Major Points To Remember

- ☐ The Price Factor feature is used when the buying unit of measure and the pricing unit of measure are not the same.
- ☐ P.O. WRITER PLUS checks the Item Master File to determine if a Price Factor exists for each Item Number you enter (EACH TIME YOU CREATE AN ORDER FOR ANY ITEM).
- ☐ If a Price Factor exists in the Item Master File, the system will calculate an item's extended total as follows:

$$\text{QTY. ORDERED} \times \text{PRICE PER UNIT} \times \text{PRICE FACTOR} = \text{TOTAL}$$

- ☐ If the Price Factor field is blank in the Item Master File, the system uses a 1 as a Price Factor during the calculation.
- ☐ The Price Factor used when an order is created is stored in the P.O. History File.
- ☐ The Price Factor feature can be used regardless of the Order Type (N,B,R,Q,C, etc.) being used.

19. Creating P.O.'s From A Catalogue

Comments

This lesson introduces a new method of creating Purchase Orders - from a catalogue. Creating a Purchase Order using the P.O. WRITER PLUS Catalogue feature is fast and easy.

In this lesson, you'll be creating a multiple item Purchase Order from the catalogue for Best Buy Supply Corporation.

Also in this lesson, you will see the importance of using your ITEM DESCRIPTION fields to organize your items for quick reference.

2-19. Creating P.O.'s From A Catalogue

Tutorial - Advanced Features

As Item Master Records have been added throughout this User's Guide, the CATALOGUE ID field has been updated as shown below.

| | |
|-------------------|--------------------------------------|
| ITEM NUMBER | [XXXXXXXXXX] |
| DESCRIPTION #1 | [CARTON 12 X 12 X 12] |
| DESCRIPTION #2 | [WHITE KRAFT] |
| UNIT OF MEASURE | [EA] |
| STANDARD COST | [0.7888] |
| CURRENCY | [USD] |
| PRICING W/M | [EA] |
| PRICE FACTOR | [0.8888] |
| LEAD TIME | [3] |
| COMMODITY | [PACKAGE] |
| CATALOG ID | [BEST BUY] ← The Catalogue ID Field |
| STATUS | [A] |
| TAX-1 | [N] |
| TAX-2 | [] |
| LAST ACCESS DATE | [06/01/93] |
| ADDITIONAL DATA » | |

F1 = Help F2 = Delete F3/F10 = Next/previous item Shift-F4 = View items
 F4 = View/update extended description/user data/inventory data
 SYSTEM MESSAGE: TRANSACTION COMPLETED - RECORD DISPLAYED

Fig.19-1. Assigning An Item To A Catalogue

Entry in this field assigns this item to a catalogue - in this case the catalogue for Best Buy Supply Corporation.

If you have not already done so, return to the P.O. WRITER PLUS Main Menu.

- To select P.O. CREATE USING CATALOGUE, type 2 [ENTER]

The CREATE ORDER FROM CATALOGUE Screen displays as shown below.

CREATE ORDER FROM CATALOGUE

CATALOGUE ID: []

DISPLAY CATALOGUE IN:

| | FORM | SEQUENCE |
|---------------------------|------|----------|
| ITEM NUMBER SEQUENCE | [] | [] |
| ITEM DESCRIPTION SEQUENCE | [] | [] |
| COMMODITY CODE SEQUENCE | [] | [] |

NOTE: ENTERING A CATALOGUE ID THAT DOES NOT EXIST WILL RESULT IN AN ERROR MESSAGE. PRESS SHIFT-F4 TO DISPLAY VALID CATALOGUE IDS.

PRESS: Shift-F4 to display valid catalogue id's

SYSTEM ERROR

Fig. 19-2. Create Order From Catalogue Screen

The first field is the CATALOGUE ID: field. In this field the CATALOGUE ID (as assigned in the Item Master File) is entered.

This field can be "windowed" to in the same manner as the P.O. WRITER PLUS Master Files in P.O. Create.

- To display a list of valid CATALOGUE ID'S, press **SHIFT F4**

As shown below, a window opens displaying the list of CATALOGUE ID'S. At this time the list consists of only of BEST BUY.

VALID CATALOGUE ID

CATALOGUE ID: (BEST BUY)

DISPLAY CATALOGUE IN:

| | YES | NO |
|---------------------------|-----|-----|
| ITEM NUMBER SEQUENCE | [] | [] |
| ITEM DESCRIPTION SEQUENCE | [] | [] |
| COMMODITY CODE SEQUENCE | [] | [] |

NOTE: ENTER YES TO SELECT THIS CATALOGUE ID. ONLY ONE CATALOGUE ID CAN BE SELECTED. PRESS SHIFT-F4 TO DISPLAY VALID CATALOGUE ID'S.

PRESS: Shift-F4 to display valid catalogue id's

Fig.19.3. Valid Catalogue ID Window

Looking at the screen above, the same keys that are used to scroll lists throughout P.O. WRITER PLUS are also used in this window. A CATALOGUE ID can also be selected using the "point and shoot" method.

- To select BEST BUY, press **SHIFT-F3**

The CATALOGUE ID window closes, and the CATALOGUE ID: field displays:

BEST BUY.

Looking at your CREATE ORDER FROM CATALOGUE Screen, you can see that lists of items are displayed exactly as if you were performing a FILE INQUIRY (This is demonstrated in Chapter 2-4 - Creating A Second P.O. For An Item).

This P.O. will be for 2 different cartons. The requisitioner has supplied a description of the cartons, but not the Item Number.

Since you know that you need to order cartons, the Best Buy Catalogue will be sorted using the ITEM DESCRIPTION SEQUENCE - STARTING WITH method.

- To move the cursor to the ITEM DESCRIPTION SEQUENCE - STARTING WITH field, press TAB 3 times
- Type CAR

Your screen looks as shown below:

The screenshot shows a terminal window titled 'CREATE ORDER FROM CATALOGUE'. Inside, it displays 'CATALOGUE ID# [BEST BUY]' and 'DISPLAY CATALOGUE IN:'. Below this is a table with two columns: 'METHOD' and 'STARTING WITH'. The table contains three rows: 'ITEM NUMBER SEQUENCE' with '[] OR []', 'ITEM DESCRIPTION SEQUENCE' with '[] OR [CAR]', and 'COMMODITY CODE SEQUENCE' with '[] OR []'. The 'ITEM DESCRIPTION SEQUENCE' row is highlighted. Below the table is a 'NOTE:' section with instructions: 'ENTER A VALID SELECT ALL ONLY ON REQUESTED ITEM PRESS ENTER KEY ONLY READY'. At the bottom, it says 'PRESS Shift-F4 to display valid catalogue id's'.

| | METHOD | STARTING WITH |
|---------------------------|--------|---------------|
| ITEM NUMBER SEQUENCE | [] OR | [] |
| ITEM DESCRIPTION SEQUENCE | [] OR | [CAR] |
| COMMODITY CODE SEQUENCE | [] OR | [] |

NOTE: ENTER A VALID SELECT ALL ONLY ON REQUESTED ITEM PRESS ENTER KEY ONLY READY

PRESS Shift-F4 to display valid catalogue id's

Fig.19-4. Item Description Sequence - Starting With

- Press [ENTER]

2-19. Creating P.O.'s From A Catalogue

Tutorial - Advanced Features

The system sorts and displays all items in the Best Buy Catalogue that start with the letters CAR, as shown below.

| ITEM | DESCRIPTION | UNIT | PACKAGE |
|----------|---------------------------------------|------|---------|
| A2888 | CARTON 18" X 18" X 18" (STD. WHITE) | EA | PACKAGE |
| A1888 | CARTON 12 X 12 X 12 WHITE KRAFT | EA | PACKAGE |
| B1234567 | CARTON: 30" X 30" X 30" (STD. BROWN) | EA | PACKAGE |
| A3888 | CARTON: INSERTS FOR INNER BOX CORNERS | M | PACKAGE |

PRESS: **F7** page forward **F8** page back **F5** extended description
F6 another catalogue display
 MM LIMIT 88 ITEMS PER PG MM F7 when you have completed selections
 SYSTEM MESSAGE

Fig.19-5. Best Buy Catalogue - Sorted By Item Desc.

NOTE: This demonstrates the importance of setting up the ITEM DESCRIPTION fields in a logical manner. Starting all of the description for these items with CARTON made it simple to create this list - and most important, possible to order these items easily without knowing the item number.

In this example, the catalogue is composed of all items for Best Buy Supply. Another method for organizing a catalogue may be by item classification or commodity.

For example, a CATALOGUE ID could be set up called STATIONERY. This catalogue would contain all stationery items regardless of what vendor they are purchased from. Your Item Master Description fields may be set up as:

PEN - BLUE FINE POINT
 PEN - BLACK MEDIUM POINT
 PENCIL - # 2 LEAD

If the Extended Description Window has been used for an item, it can be reviewed at this point.

The cursor is located in the QTY. field next to ITEM A1000

- To view the Extended Description Window for Item A1000, press SHIFT-F4

The Extended Description appears for *review only*!

| CATALOGUE: BEST BUY | DESCRIP | QTY |
|---------------------|----------------|-----|
| A2000 | CARTON 12" X 1 | |
| A1000 | CARTON 12 X 1 | |
| B1234567 | CARTON 38" X | |
| A3000 | CARTON: INSE | |

LINE: 002

SPECIFICATION FOR CARTON A1000: DOUBLE WALL CONSTRUCTION. "FRAGILE" IS TO BE PRINTED ON ALL SIDES. ALL ADDRESS INFORMATION TO BE PRINTED IN STANDARD BLACK.

PRESS: F4 page forward F10 pag and
LIMIT 88 ITEMS PER PO MM F7 whe
Press Esc key to leave display

Fig.19-6. Reviewing The Extended Description Window

- To close the Extended Description Window, press Esc

For this example, you will create a P.O. for items A1000 and A3000.

- In the QTY. field for A1000, type 1000
- To move the cursor to the QTY. field for A3000, press TAB twice
- Type 500
- Press TAB

Your screen looks as shown below:

| ITEM NO. | DESCRIPTION | PACKAGE |
|----------|---|------------|
| 1000 | A2000 CARTON 18" X 18" X 18" (STD. WHITE) | EA PACKAGE |
| | A1000 CARTON 12 X 12 X 12 WHITE KRAFT | EA PACKAGE |
| | B1234567 CARTON: 38" X 38" X 38" (STD. BROWN) | EA PACKAGE |
| 500 | A3000 CARTON: INSERTS FOR INNER BOX CORNERS | M PACKAGE |

PRESS: F7 page forward F8 page back F9 extended description F10 another catalogue display

MM LIMIT 88 ITEMS PER PO MM 77 when you have completed selections

SYSTEM MESSAGE

Fig.19-7. Selecting Items From The Catalogue

If desired, another catalogue display can be performed. This is accomplished by pressing CTRL-F5, and repeating the previous steps.

- To select these items for the P.O., press F7

The Purchase Order Creation Screen displays. As shown below, the ITEM NUMBER field contains items A2000 and A3000. The QUANT field contains the quantities designated in the Catalogue Screen.

DATE 06/01/93 CO. 1
 VENDOR BEST BUY SUPPLY SHIP TO OUR COMPANY HERE
 12345 BROWN BOX DIVISION 01 1 OUR DIVISION OR LOCATION
 692 HAMOVER ST. OUR STREET HERE
 CLEVELAND OH 44112 OUR CITY HERE 05 12345
 ** NOTE ** (ATTENTION: SALES DEPARTMENT
 ORDER TYPE (N) BILL TO (1) TAX-1 (N) TERMS NET 30
 SHIP VIA (J) REFER. # (PKG-1000) TAX-2 (J) ACCOUNT # C/L 1234567890
 P.O. # (DL) REF. # (65783) DEPT (ACCT.) USER-DEFINED-5
 CONFIRM (Y) REQ. ID (1) JDUE (851533) USER-DEFINED-6

| ITEM NUMBER | DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL PRICE |
|-------------|---------------------|----------|------------|-------------|
| 001 A1000 | CARTON 12 X 12 X 12 | 1000 | 0.7500 | 0.00 |
| 002 A3000 | WHITE KRAFT | | 0.0000 | 0.00 |
| | CARTON INSERTS FOR | 500 | 7.5000 | 0.00 |
| | INNER BOX CORNERS | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |
| | | | 0.0000 | 0.00 |

BUYER (1) AUTHORIZATION (1) SPECIAL INSTR. (1) P.O. TOTAL: 0.00
 REFLECTION () SYSTEM MESSAGE:

Fig.19-8. P.O. Creation From Catalogue

NOTE: Items in the Best Buy Catalogue can be purchased from any vendor.

Also, the CATALOGUE designation does not determine the vendor for the Purchase Order.

The VENDOR field contains the last vendor that the first item on this P.O. (in this case A2000) was purchased from. The last P.O. created for A2000 was for Vendor Number 12345 - Best Buy Supply. If the last P.O. for A2000 was for Vendor Number NAPC-1 (North American Packaging), NAPC-1 would be displayed in the VENDOR field.

An Item does not have to be in a catalogue to be purchased using this method.!

2-19. Creating P.O.'s From A Catalogue

Tutorial - Advanced Features

To create P.O. 2014:

- In the P.O. NO. field, type **2014**
- To move the cursor to the FUNCTION field, press **F4**

Type **P** [ENTER]

P.O. 2014 looks as shown:

| ** PURCHASE ORDER ** | | | | | |
|---|-------------|---|-----|----------------------|-----------|
| P.O. NUMBER: 2014 | | | | | |
| DATE: 06/01/93 | | | | | |
| PAGE NO: 1 | | | | | |
| ORDER TYPE: NEW | | | | | |
| VENDOR NO: 12345 | | SHIP VIA: JIM'S TRUCKING | | F.O.B.: OUR LOCATION | |
| VEND: BEST BUY SUPPLY | | SHIP TO: OUR COMPANY HERE | | | |
| BROWN BOX DIVISION | | OUR DIVISION OR LOCATION | | | |
| 692 BAKER ST. | | OUR STREET HERE | | | |
| CLEVELAND | | OUR CITY HERE | | OS 12345 | |
| US | | OH 44112 | | USA | |
| NOTE: ATTENTION: SALES DEPARTMENT | | | | | |
| TERMS: NET 30 | | TAX-1: NO | | [B] | |
| ACCT: G/L 1234567890 | | TAX-2: | | [L] | |
| DEPT: ACCT. | | DUE DATE: 06/15/93 | | OUR STREET ADDRESS | |
| REF #: PKD-1000 | | CONFIRM: YES | | [O] | |
| OUR COMPANY NAME | | OUR DIVISION NAME HERE | | OUR STREET ADDRESS | |
| OUR CITY HERE | | OUR TOWN | | OS 12345 | |
| OUR STATE HERE | | OUR COUNTRY HERE | | USA | |
| LN | ITEM NUMBER | DESCRIPTION | U/M | QUANTITY | PRICE PER |
| 001 | A1000 | CARTON 12 X 12 X 12 WHITE KRAFT SPECIFICATION FOR CARTON A1000: DOUBLE WALL CONSTRUCTION. "FRAGILE" IS TO BE PRINTED ON ALL SIDES. ALL ADDRESS INFORMATION TO BE PRINTED IN STANDARD BLOCK. | EA | 1000 | .7000 |
| 002 | A3000 | CARTON INSERTS FOR INNER BOX CORNERS | M | 500 | 7.5000 |
| REQUISITIONER: SUE WARNER | | REQ. NO: 65703 | | PAGE TOTAL 4530.00 | |
| SPECIAL INSTRUCTIONS: ALL MATERIAL MUST BE INSPECTED. SEND INVOICES TO ACCTS. PAYABLE IN TRIPLICATE. | | P.O. TOTAL | | 4530.00 | |
| BUYER: ED SMYDER | | AUTHORIZATION: BOB THOMPSON | | | |
| X _____ | | X _____ | | | |

Fig.19-9. Printed Copy of P.O. 2014

Major Points To Remember

- ☐ The CATALOGUE ID field in the Item Master Record is used to assign an item to a catalogue.
- ☐ To display a list of valid CATALOGUE ID'S, press SHIFT F4
- ☐ Set up the DESCRIPTION FIELD(S) contained in the Item Master File in a logical manner. This will allow you to order from a catalogue easily, without knowing the item number.
- ☐ In this lesson, the catalogue was composed of all items for Best Buy Supply. Another method of organizing a catalogue may be by item classification or commodity.
- ☐ If the Extended Description Window has been used for an item, it can be reviewed.
- ☐ The CATALOGUE designation does not determine the vendor for the Purchase Order. The default vendor is determined by the previous purchase for the first item on the Purchase Order.
- ☐ An item does not have to be in a catalogue to be purchased using this method.

20. Adding Tax To A P.O.

Comments

P.O. WRITER PLUS allows you to add tax to your P.O. in a variety of ways. Tax can be added for any or all items on a Purchase Order, or of course, not at all. Different tax rates can be applied for each item on a Purchase Order. The tax rate for an item can be assigned in the Item Master File, but most commonly it will be applied at the time you are creating your Purchase Order.

In this lesson, you will learn how to apply tax in several different ways.

This lesson will explain the usage of each TAX field throughout P.O. WRITER PLUS.

Begin by looking at the FILE MAINTENANCE - TAX CODES menu shown below. This is where all of your Tax Codes must be set up (to review setting up a Tax Code, see *Chapter 1 - Building The Master Files*).

FILE MAINTENANCE

FILE MAINTENANCE

TAX CODE []

TAX PERCENTAGE [8.8888]

PLEASE NOTE THE FOLLOWING TAX CODES ARE ALREADY ASSIGNED

Y - YES N - NO

SYSTEM MESSAGE

F3 - Next code F10 - Previous code Shift-F4 - View codes
FZ to Delete a record

Fig.20-1. Tax Additions Master File

As you can see above, there are 2 default Tax Codes - Y (YES) and N (NO).

When a Y is typed in any TAX field throughout P.O. WRITER PLUS, tax is NOT calculated. The printed P.O. will have TAX: YES indicated in the tax field. This is only an indication that tax applies.

To actually calculate tax on a Purchase Order, a TAX CODE must be set up with the TAX PERCENTAGE defined.

Fig.20-2. Header Tax Fields

The Header Tax fields apply to all items on the Purchase Order.

2-20. Adding Tax To A P.O.

Tutorial - Advanced Features

Tax can be applied on a per line basis using the P.O. WRITER PLUS Line Window. This allows you to assign each item on your P.O. a different (or no) tax rate. Tax Codes entered in these fields are referred to as Line Tax fields. (For more information, see Chapter 2-16, Using The Line Window).

The screenshot displays the 'P.O. WRITER PLUS Line Window' for Line 001, Item A1000. The window is divided into several sections:

- Header Section:** Contains fields for DATE (06/01/93), CO. (), VENDOR (), SHIP TO (), and PAGE (1).
- Order Information Section:** Includes ORDER TYPE (), BILL TO (), TAX (), SHIP VIA (), REFER. # (), F.O.B. (), REQ. # (), CONFIRM (), REQ. ID (), and DUE DATE ().
- Item Description Section:** Shows 'CARTON 12 X 12 X WHITE KRAFT'.
- Line Tax Fields Section:** This section is highlighted with a red box and labeled 'Line Tax Fields'. It includes:
 - LINE: 001 ITEM: A1000
 - DUE DATE: [] / [] / []
 - ACCOUNT # []
 - REQ. # []
 - REQ. ID []
 - DEPARTMENT []
 - USER-DEFINED-7 []
 - USER-DEFINED-8 []
 - TAX-1 []
 - TAX-2 []
 - FRACTIONAL QTY. [] 0.0000
- Footer Section:** Contains BUYER (), AUTHORIZATION (), SPE (), and SYSTEM MESSAGE ().

Navigation instructions at the bottom right: F5 - View next line, F10 - View previous line, shift-F4 - Invoke windows.

Fig.20-3. Line Tax Fields

When a Line Tax field is used, it will over-ride any entry in a Header Tax field. If the Line Tax fields are not used, the calculation defaults to the Header Tax fields.

Again, Header Tax and Line Tax fields can be used for any item, and in any combination.

Another place that TAX fields are located is in the Item Master File (found in File Maintenance).

ITEM NUMBER []

DESCRIPTION #1 []

DESCRIPTION #2 []

UNIT OF MEASURE []

STANDARD COST [0.0000]

CURRENCY []

PRICING W/M []

PRICE FACTOR [0.0000]

LEAD TIME [0]

COMMODITY []

CATALOG ID []

STATUS []

TAX-1 [] TAX-2 []

LAST ACCESS DATE [/ /]

ADDITIONAL DATA *

F1 = Help F2 = Delete F3/F10 = Next/previous item Shift-F4 = View items
F4 = View/update extended description/user data/inventory data

Fig.20-4. Item Master Tax Fields

These TAX fields are used mostly for reference. This is because entry in these fields are carried over only on the first purchase of this item from a vendor. On subsequent purchases, the Tax Code will default to the P.O. History files.

Also, these TAX fields are only used when the item is LINE 001 on a Purchase Order.

How P.O. WRITER PLUS Calculates Tax

P.O. WRITER PLUS calculates tax on a line - by - line basis. This allows for entry of variable tax percentages on one Purchase Order.

For example, the Header TAX-1 field contains a code indicating 5% tax. The extended price for Line Item 001 is \$100.00.

Line 002 has a different tax percentage. This has been defined in the Line Window. The TAX-1 field in the Line Window contains a code indicating 6%. Line Item 002 has an extended price of \$200.00

| Line Item | Ext. Price | X | Tax % | = | Line Total |
|-----------|------------|---|-------|---|------------|
| 001 | 100.00 | X | .05 | = | \$5.00 |
| 002 | 200.00 | X | .06 | = | \$12.00 |
| TAX TOTAL | | | | | \$17.00 |

Major Points To Remember

- ☐ Tax can be added for any or all items on a Purchase Order, or not at all.
- ☐ Different tax rates can be applied for each item on a Purchase Order.
- ☐ The tax rate for an item can be assigned in the Item Master File, but most commonly it will be applied at the time you are creating your Purchase Order.
- ☐ When a Y is typed in any TAX field throughout P.O. WRITER PLUS, tax is NOT calculated. The printed P.O. will have TAX: YES in the tax field. This is only an indication that tax applies.
- ☐ To calculate tax on a Purchase Order, a TAX CODE must be set up with the TAX PERCENTAGE defined.
- ☐ The Header Tax fields apply to all items on the Purchase Order.
- ☐ Tax can be applied on a per line basis using the P.O. WRITER PLUS Line Window. This allows you to assign each item on your P.O. a different (or no) tax rate.
- ☐ Header Tax and Line Tax fields can be used for any item, and in any combination.
- ☐ P.O. WRITER PLUS calculates tax on a line - by - line basis. This allows for entry of variable tax percentages on one Purchase Order.

2-240

American Tech, Inc.

SAP_0803538

ePLUS0292040

21. Attaching A Note To A P.O.

Comments

P.O. WRITER PLUS allows you to "attach" a note to a Purchase Order. This is accomplished through the P.O. Note Window. This note can be used for internal comments, specifications, expediting instructions, messages for the receiving department, etc. Since the P.O. Note is for internal use, it does not print with the Purchase Order.

Each P.O. can have up to 999 pages of P.O. Notes. Each P.O. Note Window can contain up to 800 characters of text.

2-21. Attaching A Note To A P.O.

Tutorial - Advanced Features

In an earlier lesson, P.O. Number 2014 was created. In this lesson, it will be amended for the purpose of adding a P.O. Note.

- Display the P.O. WRITER PLUS Main Menu
- To select P.O. AMENDMENT, type 4 [ENTER]
- In the ENTER PURCHASE ORDER NUMBER field, type 2014 [ENTER]

P.O. Number 2014 displays as shown below.

DATE: 03/18/93 CO.:
 VENDOR: BEST BUY SUPPLY
 112345 BROWN BOX DIVISION
 692 HANOVER ST.
 CLEVELAND OH 44112

SHIP TO OUR COMPANY HERE
 11 OUR DIVISION OR LOCATION
 OUR STREET HERE
 OUR CITY HERE OS 12345

MM NOTE MM ATTENTION: SALES DEPARTMENT
 ORDER TYPE: BILL TO:1 TAX:1(1)
 SHIP VIA 11 REFER. #1(1) TAX:2(1)
 F.O.B. 1(1) REQ. # 1(1) DEPT 1(1)
 CONFIRM 1(1) REQ. 1(1) DUE 1(1)

TERMS NET 30
 ACCOUNT # C/L 123456789
 USER-DEFINED-5
 USER-DEFINED-6

| LINE | QUANTITY | DESCRIPTION | UNIT | PRICE | TOTAL |
|------|----------|---------------------|------|--------|---------|
| 001 | 1000 | CARTON 12 X 12 X 12 | EA | 0.7800 | 780.00 |
| | | WHITE KRAFT | | 0.0000 | 0.00 |
| 002 | 500 | CARTON: INSERTS FOR | M | 7.5000 | 3750.00 |
| | | INNER BOX CORNERS | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |
| | | | | 0.0000 | 0.00 |

BUYER 11 AUTHORIZATION 11 SPECIAL INSTR. 11 P.O. TOTAL: 4530.00
 FUNCTION: 11 SYSTEM MESSAGE:

Fig.21-1. P.O. 2014

- To open the P.O. Note Window, press SHIFT-F9

- Type the P.O. Note as shown below:

| | | | |
|---------------|---------------------------------------|--------------------|--------------------------------------|
| DATE | NOTE FOR P.O. 2814 | PAGE: 1 | 1.....2.....3.....4 |
| U | | | ATTENTION RECEIVING DEPT: DELIVER TO |
| [12] | 692 HANOVER ST. CLEVELAND OH 44112 | | OUTSIDE DELIVERY REQUIRED |
| MM NOTE MM | [ATTENTION: SALES DEPT] | | |
| ORDER TYPE IN | BILL TO 1 | TAX-1 | |
| SHIP VIA | [J] REFER. # [PKG-1800] | TAX-2 | |
| P.O.B. | [OL] REQ. # [65789] | DEPT | |
| CONFIRM | [Y] REQ. IDI1 | IDUE | |
| FIN. TYPE | NUMBER | SUBSCRIPTION | |
| 001 A1000 | | CARTON 12 X 12 X 1 | |
| | | WHITE KRAFT | |
| 002 A3000 | | CARTON: INSERTS FO | |
| | | INNER BOX CORNERS | |
| BUYER [1] | AUTHORIZATION [1] | SPEC1 | |
| FUNCTION [1] | SYSTEM MESSAGE | | |

Fig.21-2. The P.O. Note Window

- When you have finished typing the note, press **ESC**
- To save your changes and close the window, press **[ENTER]**
- To move the cursor to the **FUNCTION FIELD**, press **F4**
- To update the P.O., type **U [ENTER]**

The P.O. is now added to the history files, with the P.O. Note "attached".

Major Points To Remember

- ☐ The P.O. Note is "attached" to the Purchase Order for which it is created.
- ☐ Since the P.O. Note is for internal use, it does not print with the Purchase Order.
- ☐ Each P.O. can have up to 999 pages of P.O. Notes. Each P.O. Note Window can contain up to 800 characters of text.